

About Vandstrom, Inc.

(www.vandstrom.com)

Vandstrom is a leader in the convergence of polymer and protein membrane technology. We have developed a high-performance membrane platform for water, life science, industrial biotech, food, and dairy separation applications.

Nature's ability to separate chemical elements at the molecular level with the use of highly specialized proteins in the channels of cell walls was the subject of [a 2003 Nobel Prize in Chemistry](#). Vandstrom has developed advanced capabilities in the expression, purification, and production scale-up of porins from biological sources methods. When these proteins are embedded into a robust polymer structure, this achieves a unique membrane performance profile.

Our core technology is based on new chemistry and manufacturing methods to achieve highly permeable membrane material with narrow molecular size exclusion cut-off. By adding an active protein layer, the membranes will separate constituents at the ion level.

Vandstrom is focusing on the development of a wide range of applications for its patented technology. The aim is to provide disruptive solutions for the water treatment, health, food, and other industries enabling these industries to enhance their products, reduce costs, and save energy. The membranes are designed to withstand challenging and sometimes harsh environment in various industrial applications.

The company started-up its own manufacturing facility in 2019 to produce an ultrafiltration product that was originally developed in 2016 as a support substrate for a biomimetic membrane but has been successfully supplied in the food, dairy, and industrial bio-tech markets. The UF element product is currently in use at several sites in a live production environment in the US, Europe, and Asia Pacific, and it helps customers achieve high-efficiency molecular separation in these "high value" fluid streams.

About the Role

Vandstrom is seeking for an experienced Human Resources Clerk.

Work Location

Vandstrom's main office is located in Gaithersburg, Maryland. This position is a hybrid position; working partly from home and partly from the company's main office.

JOB DESCRIPTION

Job Title: Human Resources Clerk
Department/Job ID: G&A
Reports To: Sr. Director – Business Processes
Direct Reports (if any): N/A

Valid Date: 1/12/2023
Version #: 1

Job Overview: The Human Resources Clerk will be responsible for assisting hiring personnel in the hiring process, assisting with employee onboarding/offboarding processes, managing software licenses, updating social media platforms, maintaining records, and several other clerical duties.

Role 1: Human Resources Management

- Create and post job ads.
- Scheduling interviews, coordinating logistics for onsite interviews, and managing related documentation.
- Onboarding/offboarding of employees.
- Maintenance of records, including employee training activities.
- Process, verify, and maintain personnel documentation as needed.
- Storing, copying, and maintaining important documentation.
- Coordinate with external HR suppliers (ADP, Assured Partners, etc.); act as the first point of contact when issues arise

Role 2: Administrative Support

- Contract management, including NDA and MTAs.
- Manage software licenses for LinkedIn Learning, DocuSign, SAP Concur, etc.
- Create forms and update documents in SharePoint when needed.
- Upkeep of the company's social media platforms.

Other roles and responsibilities as required.

Qualifications/ Requirements:

- Must have an associate degree or equivalent.
- 10+ years of work experience as an HR clerk.
- Solid organizational, time-management, and interpersonal skills
- Hands-on experience with MS Office, ADP, SAP Concur, and other relevant software packages
- Must be a self-starter, motivated, and action orientated
- Strong attention to detail ensuring proper upkeep of documentation
- Strong verbal as well as non-verbal communication skills
- Eligible to work in U.S