



Title: People & Culture Manager, Benefits and Operations

Hiring Manager: Director, People and Culture

Function: People & Culture

Location: Waltham, MA

Position Summary:

Upstream Bio is looking for a dynamic People & Culture Manager to lead the design, implementation, and management of our employee benefits programs and people systems. In this role, you will ensure compliance with all relevant regulations and serve as the primary point of contact for employees regarding benefits and operations. Reporting to the Director of People & Culture, you will also manage strategic partnerships with external service providers and oversee the administration of HR systems, alongside other responsibilities as assigned.

Key Responsibilities:

Benefits Administration

- Lead the development, implementation, and administration of employee benefits programs, including health, dental, vision, retirement, STD & LTD, wellness, and other benefits.
- Manage benefits enrollment processes and address any issues or inquiries from employees.
- In partnership with benefits broker, coordinate benefits-related communications, including open enrollment materials and information sessions.
- Oversee billing, auditing and invoicing from vendors
- Monitor and manage the annual benefits budget, ensuring cost-effectiveness and optimal plan offerings.
- Ensures compliance with governmental regulations related to benefit and labor law, including ERISA, FMLA, and HIPAA. This includes required testing and audits and SOX compliance.
- Processes all leave administration including but not limited to Workers Compensation, FMLA, Short term and long-term disability and other related leave programs.

Systems Administration

- Oversee the day-to-day administration and maintenance of HR systems, including HRIS, benefits, performance management, and employee recognition.
- Develop and generate HR reports, analytics, and dashboards to support decision-making by HR leadership and business leaders.
- Regularly audit HR data to ensure compliance with policies and legal requirements.
- Maintain accurate records and reporting for compliance and audit purposes.
- Form I-9 Administration, ensuring compliance and oversight of our E-Verify program.
- Immigration process.

Other Responsibilities

- Pre-onboarding preparation for new hires.
- Host New Hire Orientation.
- Facilitate Contractor onboarding.
- Support People & Culture Initiatives as appropriate.
- Collaborate with payroll to ensure accuracy of information for payroll processing.



- Other responsibilities as assigned.

Qualifications:

- Bachelor's degree
- 5+ years of relevant experience

- Strong employee-centric mindset required.
- Experience with ADP Workforce Now and Employee Navigator preferred
- Proficiency in Microsoft 365
- Demonstrated experience with analytical, problem-solving, and decision-making skills.
- Demonstrated success with Project Management.
- Proven competency of Federal and State laws, regulation and compliance issues regarding compensation and benefits.

About Upstream Bio:

Upstream Bio is a public company based in Waltham, MA. We are developing verekitug, the only known antagonist currently in development that targets the receptor for Thymic Stromal Lymphopoietin (TSLP). We have advanced this highly potent monoclonal antibody into separate Phase 2 trials for the treatment of severe asthma and chronic rhinosinusitis with nasal polyps (CRSwNP) and plan to initiate development in chronic obstructive pulmonary disease (COPD). Our experienced team is committed to maximizing verekitug's unique attributes to address the substantial unmet needs for patients underserved by today's standard of care. Learn more about us at upstreambio.com.

Interested candidates, please contact:

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