



Title: Recruiting and Project Coordinator

Location: Chicago, Illinois, United States, HR/Recruiting

Description:

What does Orthogonal do?

Orthogonal is a software developer for Software as a Medical Device (SaMD), digital therapeutics (DTx) and other types of connected medical devices. We work with change agents at medical device, diagnostics, and pharmaceutical manufacturers who are responsible for digital transformation. These leaders and pioneers need to accelerate their pipeline of product innovation to modernize patient care and gain competitive advantage.

Orthogonal helps our clients to rapidly develop, successfully launch, and continuously improve connected, compliant products. Over the last eight years, we've helped a wide variety of firms ranging from global Fortune 500 firms to stealth-mode startups develop and bring their regulated/connected devices to market.

Why is Orthogonal a great firm to recruit for?

In an insanely tight job market for software engineers and other highly trained, digitally oriented talent, it's a given that employers need to offer strong compensation, a great work culture, and the chance to work on interesting technical challenges using modern tooling and techniques.

But it helps to have one more card up your sleeve.

What's our extra card? The medical device software we create operates directly on the human body to treat illness and heal injury. The impact of your work is both huge and hugely important to people's everyday lives.

Who are we looking for, philosophically?

Right now, the biggest limit to Orthogonal's growth is our capacity to attract, onboard and grow great talent who have the professional DNA that is at the core of everything we do. We look for passion, a core of technical expertise for the role, an eagerness to constantly learn, grow and be challenged, and a valuing of trusted relationships above all.



As a professional services firm, *all* of the value of our organization is in our people. The Recruiting Coordinator is at the intersection of everything we do, protects it and nurtures it as we continue the rapid growth of the firm.

Who are we looking for, practically?

As a Recruiting Coordinator you will be responsible for coordinating with internal staff and external partners to operate a high-performance recruiting engine. You will work on the full recruiting lifecycle from sourcing and attracting candidates to managing the entire interviewee's experience including screening, scheduling, interviewing, negotiation and onboarding.

We are looking for someone who thrives in a high-performance environment and is:

- Genuinely cares about our organization, our people and everyone we interview
- Great verbal and written communication skills, and ability to read and interpret both explicit and non-verbal language
- Disciplined executor of responsibilities
- Committed to working smarter through continuous improvement
- An eagerness to continually be learning at a rapid clip

What will you do at Orthogonal?

Responsibilities

- Execute and improve the recruiting and onboarding process.
- Work with managers to specify job requirements objectives
- Write and post job descriptions to a variety of channels, both online and offline
- Source candidates by using databases and social media
- Evaluate and screen resumes and cover letters
- Use tools like tests and assignments to assess candidates' skills
- Provide a shortlist of qualified candidates to hiring managers
- Contact new employees and prepare onboarding sessions
- Prepare new hire paperwork ensuring legal requirements are met
- Stay up to date with modern, best practice recruiting methods
- Attend job fairs and careers events
- As time permits, assist with non-recruiting activities that build on your core skills, including:
 - HR functions such as employee feedback and reviews for performance and compensation



- Planning internal culture-building and team building-events
- Supporting outreach to Orthogonal's MedTech ecosystem that support future recruiting of both employees and customers
- Support for project management and corporate functions

What kind of educational and technical background will you need?

- Familiarity with HR policies and best practices
- Familiarity with HR databases, applicant tracking systems and candidate management systems
- Ability to use psychometric tests and other assessment tools
- Familiarity with social media, especially LinkedIn
- Bachelor's degree in Human Resources Management, Organizational Psychology, or another relevant field
- Able and eager to see other points of view and receive critical feedback. (And an ability and eagerness to provide the same back to your teammates)
- Able to handle a wide variety of tasks, both in serial and parallel and to handle (or preferably enjoy) evolutions to the work
- Able to work well in a team and with a range of creative individuals
- Highly self-motivated and able to work independently as needed
- Demonstrated success in managing a business social media presence is a plus

BENEFITS

This position offers:

- A competitive salary
- Great benefits
- A high-profile role working with a passionate senior leadership team and staff of talented people-centered professionals
- A great physical office environment, as well as flexibility on work location
- An opportunity-based environment where you can rapidly develop a wide range of professional skills
- The chance to help create cutting edge healthcare technology solutions that take on some of the toughest problems facing our society, healthcare system, and loved ones

Interested? Send inquiries to careers@orthogonal.io