



# TARGETED MEDICAL PHARMA, INC.

Better Health Through Medical Foods

***YOU'RE BRILLIANT!***  
***...and we'd love to meet you***

**POSITION: Payroll and Benefits Coordinator**

**DESCRIPTION:** The position will be responsible for the management and ongoing improvement of processes and policies for staffing, compensation, benefits, employee relations, training, and health and safety. The Company is a well established company in the medical/pharmaceutical industry. The company is in growth mode. You will have the combination of "in the trenches" salary and benefits processing, while assisting the CEO and hiring managers in building out the company's team.

**LOCATION:** West Los Angeles

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Function as the strategic HR advisor for executives
- Identify HR needs, followed by the development and implementation of relevant solutions
- Recruit and retain a high quality workforce; draft/post job descriptions, screen and interview job applicants
- Process employee status changes
- Payroll and benefits management and compliance
- Maintain employee records
- Be the point person for the outsourcers that handle components of the company's payroll, benefits and 401(k) programs
- Administer stock option records
- Other relevant duties as necessary

**DEMONSTRATED QUALIFICATIONS AND EXPERTISE:**

- Federal and state employment laws
- Human Resource concepts, practices, and procedures
- Exceptional attention to detail
- Exceptional verbal and written communication skills
- A strong understanding of 401(k) and stock options programs
- A strong knowledge of HR compliance issues ranging from sexual harassment prevention to overtime structures
- A high level of maturity and self-actualization. Someone with the sensitivity, tact and strength to handle confidential information and delicate interpersonal interactions
- Dedication and readiness to work in an established, high-growth company
- Ability to organize and prioritize tasks and complete them under time constraints
- A positive, can-do, optimistic attitude
- Excellent MS Office Suite skills, especially Excel and Word
- Proactive problem solving; ability to foresee and solve operational hurdles
- Impeccable follow up

**EDUCATION AND EXPERIENCE:**

- A Bachelor's degree in Human Resources, Business Administration or related field – MBA or other, related Masters a plus
- Strong academic performance
- Outstanding references
- 5+ years in a senior HR management role required

**COMPENSATION:**

Commensurate with experience

**Note:** All offers of employment are contingent upon verification of education, skills and prior employment

To apply, please send your resume and cover letter to [careers@ptlcentral.com](mailto:careers@ptlcentral.com). No phone calls, please.



# TARGETED MEDICAL PHARMA, INC.

Better Health Through Medical Foods

## *Targeting a Great Future for You!™*

Physician Therapeutics, part of the Targeted Medical Pharma Group, has spent over two decades developing products to improve patients' quality of life and making the practice of medicine profitable for physicians. That commitment to developing happy lives starts within our team.

Our beautiful campus inspires an innovative and collaborative culture. Seated at the peak of the Santa Monica mountains, Physician Therapeutics is a hotbed of creativity. This location is where we develop medications, business technologies and methodologies that have evolved into a valuable library of patents – and many prosperous employees.

We spend our days helping people overcome sleep disorders, anxiety and pain – and we help physicians run more profitable practices. Being part of this environment excites us, as do the multiple benefits our company offers:

- Competitive Salary
- Outstanding Medical Benefits
- Profit Sharing
- Guided Career Advancement
- Promotion from Within
- Career and Self-Development Programs
- A Reputable, Socially-Beneficial and Stable Company
- Beautiful, Comfortable Working Environment
- A Team with a Passion for Excellence and a Passion for Helping Others
- An Innovative, Collaborative Environment
- A Culturally-Diverse Team
- Clear Personal, Departmental and Company Goals

We are dedicated to improving patients' lives and helping physicians benefit from the practice of medicine. If this excites you, we'd be happy for you to apply.

Our interview process is intense and will likely include phone interviews and in-person interviews with people across the company, a thorough background check and relevant skills testing. But if you've got what it takes – it's so worthwhile!

