HAVEN
HUMAN ASSET VENTURES

Contract Recruiter

Life Sciences & Biotech | 1099 Independent Contractor

Boston, MA | August 2026

HAVEN is looking for a contract recruiter to help early-stage biotech companies build their teams including first hires and key leaders across development, research, clinical, operations, and G&A. You would work inside our client companies, owning internal recruiting, end-to-end: partnering with executives and hiring managers, running full-cycle searches across functions, and bringing structure to teams that often don't yet have a recruiting function of their own. This is hands-on work with real stakes, not a coordinator role. The engagement is full-time and remote, with occasional onsite time depending on the client.

About HAVEN

HAVEN's HR Advisory practice embeds seasoned, part-time HR leaders inside early-stage tech and biotech companies that see talent as their biggest differentiator. We design and manage the processes a company needs to operate at its highest level.

What You'll Do

- Partner with leadership to define hiring roadmaps for new and early-stage biotech ventures
- Run full-cycle recruiting for clinical, research, and G&A roles
- Advise clients on market compensation, competitive positioning, and offer strategy
- Manage multiple, concurrent searches in companies at different stages and in multiple therapeutic areas
- Build and maintain an applicant tracking system (ATS) for each engagement, and manage candidate logistics end-to-end — scheduling, interview coordination, and first-round screens

What We're Looking For

We're looking for someone who has recruited in biotech or life sciences and knows how early-stage companies operate — the ambiguity, the pace, the difference between a candidate who'll thrive in a ten-person company and one who won't. You should be comfortable working independently, building process where none exists, and being the person an executive team trusts to get the right people through the door.

Ideally, we're looking for candidates with:

- 5+ years of full-cycle recruiting experience, with a strong track record in life sciences, biotech, or pharma
- Direct experience recruiting across clinical, research, and G&A roles ranging from entry level to VP
- Comfort operating independently in a fast-paced, high-ambiguity startup environment
- Strong consultative and relationship-building skills with founders, investors, and candidates alike
- Self-directed and organized; able to manage a 1099 contract engagement without day-to-day oversight

Engagement Details	
Classification	1099 Independent Contractor
Location	Boston, MA (Greater Boston / Cambridge biotech corridor)
Scope of Searches	Entry level through VP roles
Client Profile	Newly formed and early-stage life sciences & biotech companies
Compensation	$100 - $150/hour, based on Boston-metro rates for life sciences-specialized contract recruiters

If this sounds like the kind of work you do well, reach out to Christina Aguiar at HRAdmin@havenhumanassets.com