

HR Administration Biosciences (m/f/d)

Freiburg im Breisgau, Germany

CYTENA is a young, fast-growing, innovative company in the CELLINK organization, based in Freiburg, Germany.

CELLINK is a global leader in developing and delivering life-science solutions, equipping hundreds of labs and thousands of scientists worldwide with cutting-edge technologies that fuel groundbreaking scientific breakthroughs.

Do you want to join a company that develops sophisticated, cutting-edge products for the life science industry? Do you love to work in an interdisciplinary and international team of highly skilled, young, and energetic people? Make an impact, and come to sunny Freiburg to join us building the lab instruments of the future!

Responsibilities

- Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.)
- Processing internal arrangements such as travel, training sessions, and team-building events
- Support the HR Generalist and Managers in HR-Management
- Communicating with recruiters and other external parties
- Updating company policies and ensuring legal compliance
- Acting as the first point of contact for all personnel queries
- Setting up interviews and corresponding with prospective employees in a timely manner

Qualifications

- Min. Commercial education with experiences in employee administration / HR administration
- Service- / customer oriented and motivated to drive change as well as autonomous
- Passionate about creating value for HR services and improving the experience of our internal customers
- Flexible ways of working in a cross functional Team
- Proven organizational and strong multi-tasking and execution skills
- Open and communicative personality and are thrilled to work in global teams
- Fluent German and English skills

Please send your comprehensive application, including job title, your salary expectations and the earliest possible starting date, as a single pdf-file by e-mail to: careers@cytena.com

Become part of the cytena story!