



HR Specialist (*part-time*)

Date posted: January 08, 2019

Location: Vienna, Austria

About Hookipa

HOOKIPA Pharma Inc. is a clinical stage biopharmaceutical company developing a new class of immunotherapeutics targeting infectious diseases and cancers based on its proprietary arenavirus platform that is designed to reprogram the body's immune system.

Position Summary:

We are looking for an experienced HR Specialist (part time, 20 – 30 hours per week) to join our highly motivated and dedicated team at Hookipa Biotech GmbH. The responsibilities include HR administration and assisting in defining HR processes. The position requires excellent organization skills and an open-minded and flexible personality.

Main Responsibilities:

- Ongoing HR administration, such as employee entries and exits, preparation of employment contracts, confirmations, letters of recommendation, ...
- Maintain employee files and act as main contact person for HR related employee queries
- Manage recruitment process (posting job ads, organizing interviews, etc.)
- Correspondence with external partners such as recruitment agencies, payroll, ...
- Assist in defining HR processes and strategy

Qualifications:

- Completed economic/commercial education (e.g. HAK, HBLA) with focus on HR and general administration
- Minimum 5-7 years experience in related field, knowledge of HR regulations is an advantage
- Excellent organizational and people skills
- Preferably in a life sciences, healthcare or pharma company
- Good command of MS Office
- Fluency in German and English (both orally and written)
- High level of professionalism in solving issues
- Team orientated, accurate and structured working style

What we offer:

- Strong team with dedicated and passionate scientists
- State of the art infrastructure
- An excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment



Minimum monthly gross salary from EUR 2.601,39 based on fulltime (40 hours per week); depending on experience and qualification salary can be negotiated. Starting date: As soon as possible

Contact:

If you (m/f) are interested in this challenging position, please send your CV including a cover letter summarizing your qualification and experiences to: **talent@hookipapharma.com**

For more information on Hookipa please visit www.hookipapharma.com