



HR Specialist (m/f)

Date posted: September 19, 2019

Location: Vienna, Austria

About HOOKIPA:

HOOKIPA Pharma Inc. (NASDAQ: HOOK) 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 (m/f) to join our highly motivated and dedicated team at HOOKIPA Biotech GmbH. The chosen candidate will work closely with the HR Director in order to attract, develop and retain the talents HOOKIPA needs to sustain its growth. The position requires excellent organization skills and an open-minded and flexible personality.

Main Responsibilities:

- Act as the first point of contact for daily business queries for our Vienna and NYC-based teams, from recruitment and onboarding up to offboarding
- Maintain accuracy of employee-related data and prepare standard HR-reports
- Act as main contact for external payroll
- Support strategic and operational HR projects (e.g. introduction of SAP in the HR processes, defining an employer branding strategy)

Qualifications:

- Completed economic/commercial education (e.g. HAK, HBLA) with focus on HR and general administration
- Minimum 2-3 years experience in related field, knowledge of labor law (Austria and USA) is an advantage
- Excellent organizational and people skills
- High level of confidentiality, sensitiveness and professionalism in solving issues
- Team orientated, accurate and structured working style
- Ability to think cross-functionally
- Fluency in German and English (both orally and written)
- Good command of MS Office

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

We are required by Austrian law to post a minimum salary. The minimum monthly gross salary for this position is EUR 2.732,- based on fulltime (40 hours per week); depending on experience and qualification salary can be negotiated. In addition, we offer a performance-related bonus payment and participation in our stock option compensation program.



Starting date: As soon as possible

Contact:

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

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