



“Allrounder” - People & Organization (m/f)

Date posted: December 23rd, 2020

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:

As part of the highly motivated and dedicated People & Organization Team, you will contribute to our mission within HOOKIPA: attract and grow our people, while providing them with an inspiring and rewarding environment in which they can perform at their best.

Main Responsibilities:

- Support, handle and improve people-related processes along the employee life cycle
- 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 in our HR Management System, SAP SuccessFactors, and prepare standard HR-reports
- Support strategic and operational HR projects in the areas of e.g. Talent Management, Performance & Reward, Learning & Development, Organizational Development

Qualifications & Skills:

- University degree (e.g. Business, Legal or in a Human Resources Management related field)
- Minimum 3-4 years of experience in a related field
- Excellent organizational and people skills, open-minded and flexible personality
- High level of discretion, sensitiveness and professionalism in solving issues
- Collaborative, accurate and structured working style
- Ability to think cross-functionally
- At ease in a dynamic, rapidly changing environment
- Fluency in German and English (both orally and written)
- Good command of MS Office
- Knowledge of SAP SuccessFactors is a plus

What we offer:

- Strong team with dedicated and passionate employees
- 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 2.837,-- 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 a cover letter (summarizing your qualification and experiences) as well as your credentials to: **talent@hookipapharma.com**

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