

HR Administration Biosciences (m/f/d)

Stuttgart, Germany

Dispendix is a young and fast-growing high-tech start-up dedicated to cutting-edge Liquid Handling technology in Lab Automation. Since 2018, Dispendix is part of the CELLINK Group.

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.

Our mission: We are driven by three mantras: **passion, inspiration, and persistence.**

We believe that automation and microtechnology will bring the understanding and control of individual cells to a whole new level and empower our customers to serve patients faster and better. Our products enable our customers to bring important drugs faster and more safely to the market.

We are looking for a **HR Administration** to serve out of our office in **Stuttgart, Germany.**

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

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 join us building the lab instruments of the future!

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: jobs@dispendix.com.



At **Dispendix**, we don't just accept difference – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products, and our community. We are an equal opportunity workplace and will always pride ourselves on being a collaborative environment.

Become part of the Dispendix story!