

HR Generalist 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 Generalist** to serve out of our office in **Stuttgart, Germany.**

Responsibilities

- Take ownership of all HR related processes in the Business Area and reporting directly to the Business Area Manager
- Maintaining the recruitment process in the BA and work closely with the managers in the departments
- Participate in developing organizational guidelines and procedures and continue building our company culture
- Recommend strategies to motivate employees
- Investigate complaints brought forward by employees, establishing and maintaining policies and labor law changes
- Coordinate employee development plans and performance management
- Manage the organization's employee database and prepare reports
- Produce and submit reports on general HR activity
- Assist with budget monitoring and payroll
- Keep up-to-date with the latest HR trends and best practice

Qualifications

- Min. Bachelors' degree in Business Administration, Human Resources Management, or related field is required
- Min. 2 years of experience in an international HR environment
- Project Management skills, ideally experience in implementing and developing business applications
- Start Up mindset and having experience in a Start Up-like environment
- Extremely winning personality and ability to motivate groups of people
- Passion to talk to and learn about people
- Flexibility to work in Freiburg and travel frequently to Stuttgart or vice versa
- Strong experience working with Microsoft Office
- Ability to travel up to 50% of the time
- Fluent in German and English

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!