

SCIENION is Germany based company, leading manufacturer of ultra-precise, robust, high performance dispensing automation equipment within the life-science and diagnostic field. Our systems are used from early R&D activities to industrial high throughput manufacturing of innovative diagnostic devices and biosensors. We also offer assay development and contract manufacturing services, offering a spectrum of full solutions involving the full manufacturing process.

We are seeking for our HQ in Berlin a:

HR Coordinator (m/w/d)

The team at SCIENION/Cellenion is all about attracting the best talent and creating an exceptional experience for our employees. In this dual role, you'll partner with internal managers to understand their requirements and develop a strategy to promptly source, attract and deliver top talent. You'll take part in interviews, ensure smooth communication is maintained between internal and external parties, and take pride in promoting SCIENION/Cellenion as the best place to work! You'll also act as the employee services point of contact for managers and employees in Germany and France while working closely with a global People and Culture team to find new ways of approaching and improving our HR processes. Every day you'll bring hospitality, a core tenet of our culture, to life for our employees and functional partners. If you are highly organized, great at working with people, and ready to learn, let's talk!

Job Description

- Manage candidate pipeline for critical roles in our Berlin, Chichester and Lyon offices
- Use strategic sourcing techniques to actively pursue candidates via numerous channels
- Conduct interviews and summarize findings while handling multiple schedules, appointments and interview bookings
- Implement applicant tracking system
- Communicate confidently with current and potential talents
- Ensure an exceptional candidate experience throughout the recruitment process
- Engage new hires, coordinating all the elements of their on-boarding and serving as a resource for them and for their manager
- Maintain accurate employee records, manage HR transactions in our systems and handle report / data requests
- Provide a speedy and efficient response to all day to day / first line HR queries from employees
- Process employee changes, terminations, and related processes including communications, notifications, HR systems updates, and government reporting
- Work proactively with different locations to ensure an integrated and global approach to HR service delivery
- Be an internal champion for our employees; Escalating issues as appropriate and collaborating with other teams to address their needs and concerns
- Understand and respond to the needs of internal stakeholders promptly and effectively, always with an eye for optimization
- Understanding the local requirements of Germany, England and France as they relate to HR functions and acting as a subject matter expert in these areas to our employees and stakeholders

Candidate profile:

- A university degree or equivalent work experience in the field of HR
- Fluent German and English language skills; both spoken and written
- Proven success in recruiting, preferably in the technology sector

- Experience working as an HR Administrator with a strong understanding of current employment regulations in Germany, England and France
- A continuous focus on improving the customer experience
- An interest in asking questions to clarify or confirm key information
- A strong attention to detail and a focus on quality
- Ability to effectively communicate, both verbally and in writing, with employees at all levels of the organization
- The ability to handle sensitive and highly confidential information appropriately
- Experience with Microsoft Office products
- A High degree of adaptability and flexibility to change
- A work ethic that is self-motivated and resourceful

Interested?

Please send your CV, cover letter and salary expectations to hr@scienion.com or apply via LinkedIn.