

Human Resources and Office Manager (100%)

We want you!

Looking for a small technology-leading company where **you can make a big difference in an exciting and rapidly evolving field**? Welcome to Clinerion, a Swiss-based software and services company with international operations, with a focus on improving patients' lives. Clinerion provides disruptive software solutions supporting life sciences companies and hospitals in the process of developing new medicines.

One of our key solutions is the Patient Network Explorer (PNEx), which automatically finds eligible patients for clinical studies in hospitals and other healthcare organizations. In drug development, this addresses a major problem of finding significantly more eligible patients faster and at lower costs. PNEx works through integration with electronic health records at hospitals and represents a federated network of servers, allowing central querying and local patient identification. PNEx also generates data for Real-World Evidence.

To strengthen our team in Basel we are currently hiring a **Human Resources and Office Manager**. The applicant preferably lives within commuting distance from Basel. This position is open to start immediately or upon agreement.

Job description:

As a member of Clinerion's Business Operations Team you will oversee all aspects of human resources practices and processes and will make sure to maintain a pleasant work environment.

- Business Partner for management and employees in all HR related topics.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Managing the recruitment and selection process.
- Leading the Administrative Coordinator.

Responsibilities:

- Advisory function to management in regard to HR-topics
- Providing employee support in all fields of HR
- Driving the recruitment and selection process
- On-boarding of new employees
- Maintaining all employee records and files
- Monthly payroll and salary administration in general
- HR Administration including social insurances, pension plan and Source tax
- Preparing work contracts and references by applying company standards
- Organizing employee events and workshops
- Ensure replenishment of office equipment together with the Administrative Coordinator

Minimum Qualifications:

- Bachelor's degree in HR, Swiss federal certified HR-Specialist or equivalent education.
- 6 years of professional experience including 4 years of qualified HR practice in a comprehensive HR generalist position with overall HR responsibility in a medium-sized company
- Familiar with the Swiss social security system
- Reliable person with attention to details.
- Excellent English and German language skills, additional languages are a plus.
- Applicable Swiss or EU work and residence permits.

How to apply?

Please send your CV and motivation letter to frank.madoerin@clinerion.com.