



VACANCY

Human Resource Management (HRM) support

Cergentis is a fast-growing biotech company, located at the Utrecht Science Park. We are a leading provider of high-end genetic quality control solutions, primarily in the field of cell and gene therapy, to leaders in the pharmaceutical industry and academia world-wide. To help our company grow further, we are currently looking for a **Human Resource Management support**.

RESPONSIBILITIES

- Maintain Human Resource Management (HRM) and Salary administration
- Compile data for and verify our monthly payroll run
- Organize recruitment and pre-onboarding activities
- Support in Employee Development and Management
- Monitor the employee appraisal process
- Support Management on Personnel issues/questions
- Maintain Staff Regulations
- Assure compliance with Dutch legislation (e.g., ARBO, AVG, pension)

REQUIREMENTS

- A Secondary Vocational Education (MBO) level 4 diploma, or higher
- Minimum of 2 years of working experience in Human Research Management
- Strong computational skills (e.g., Microsoft Word and Excel)
- Pro-active attitude and strong organizational and time management skills
- Strong communicational skills
- Team player
- Fluent in English

OFFER

Working at Cergentis means working in an international and exciting environment. We are a young and dynamic team of talented people from all over the world. Our company culture is best described as informal - where hard work and team spirit are considered very important.

We offer a versatile job for 20-24 hour per week, which can be fulfilled in flexible hours throughout the week. Partly working from home is also considered an option.

INTERESTED?

Please send your application letter and CV to vacancies@cergentis.com attn. Jantine van Aalst, or contact us via the same email address for more information.

Acquisition in response to this advertisement is not appreciated.