

Geneva, March 16th, 2020

Office Manager & Human Resources Associate 100%

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The Company

STALICLA is a patient-centric biotech company on a unique mission to identify, develop and bring precision medicine to patients with neurodevelopmental disorders, with a first application in autism spectrum disorder.

STALICLA has assembled a world-class team of experienced drug developers, clinicians and computational systems biologists.

DEPI, the company's unique drug discovery platform, characterizes biologically similar subgroups of patients within highly variable populations of patients with neurodevelopmental disorders, and further identifies tailored treatments.

To support its drug discovery platform and pipeline development, STALICLA has established strong networks within top tier research and clinical centers.

STALICLA's platform has already proven successful in expediting and de-risking a first pipeline, STP1, tailored to a subgroup of patients with autism spectrum disorder which will be entering clinical trials this year. In addition, STALICLA's R&D unit is currently advancing new precision medicine pipelines for two additional groups of patients with ASD.

The Role

As a rapidly growing company, STALICLA is currently expanding its team and opening an Office Manager & Human Resources Associate position.

Reporting to the CEO, the Office Manager & Human Resources Associate will be providing a wide range of duties to ensure the efficient running of the office.

He/She will be expected to provide advanced support to the CEO through a variety of organizational, Human Resources and administrative tasks and will ensure that his/her duties are performed accurately and delivered with high quality and in a timely manner.

This role is an exciting career opportunity for an experienced, hands-on, fast-learning and dedicated individual willing to join a mission-driven, high-paced environment.

Responsibilities include but are not limited to:

Extensive Human Resources support on behalf of the CEO:

- Ensure appropriate internal communication
- Handle employees' and consultants' entry and exit administrative processes
- Maintain employee absence records
- Liaise with finance officer/fiduciary on behalf of the CEO for payroll and social insurances related instructions
- Prepare material and liaise corporate legal counsels
- Respond to HR-related queries within the company
- Participate to the recruitment processes (source, screen, interview, check references)
- Manage and maintain HR records including CVs, applicant logs, and employee forms, performance appraisals, etc.
- Draft employment offers and employment agreements amendments
- Organize induction programs for new employees
- Coordinate and communicate Employee benefits
- Identify and report HR related risks
- Handle every information in a confidential manner

Office Management:

- Maintain and participate to the optimization of the paper and digital filing system
- Manage databases and filing system
- Deal with correspondence, complaints and queries
- Prepare letters, presentations and reports
- Manage office budgets
- Liaise with staff, suppliers and partners
- Implement and maintain procedures/ SOPs and office administrative systems
- Ensure that health and safety policies are up to date and applied across the company

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field
- Previous experience working in Human Resources
- Knowledge of database software, email systems, and office software
- Excellent communication and interpersonal skills
- Friendly and professional demeanor
- Excellent organizational skills
- Advanced knowledge of Swiss Labor Law
- Empathy and an approachable demeanor
- Attentiveness and honesty
- Minimum C1 English level - absolutely mandatory
- Minimum C1 French level - mandatory
- Excellent written and verbal communication skills – impeccable spelling and grammar in English
- Attention to details and problem-solving attitude

- Assertive
- Discretion
- Flexibility
- Resistance / resilience to stress
- Ability to efficiently manage fluctuating pace and workflow

If you are ready to take on this step in your career, please send your application to info@stalicla.com

Due to a high volume of applications, no information will be provided by phone.

**Apply only if your profile matches the aforementioned mandatory requirements.
Only applications including a CV and a tailored cover letter in English will be considered.**