

Human Resources Generalist(s) (m/f/d)

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Join the best of the academic, corporate, and start-up world, and support AITHYRA, the Research Institute for Biomedical Artificial Intelligence in Vienna, by attracting, recruiting and retaining experts in AI, life sciences and administration.

In close partnership with CeMM, the Research Center for Molecular Medicine, both institutes under the umbrella of the Austrian Academy of Sciences (OeAW), and the administrative leadership of Anita Ender, you will learn how to build a successful research organization, establish standard operating procedures, and exchange best practices in Human Resources and Training. You will actively contribute to the strategic goals of the research institutes to enable and empower scientists.

We are building the best place in Europe for outstanding AI researchers to work on revolutionary biological problems. And we want to be the best employer, fostering an inclusive and diverse culture.

AITHYRA, the place where magic happens!

www.oeaw.ac.at/aithyra/

AITHYRA's mission is to transform the way life sciences are conducted using AI to drive the biological revolution in the next decade, with the ultimate goal of improving human health.

CeMM, Science is our Medicine!

www.cemm.at

CeMM discovers and develops technologies for the exploration of human biology with the aim of fighting disease at its roots. CeMM is a member of EU-LIFE, the alliance of leading research centres in the life sciences and has received the HR Excellence in Research Award (HRS4R) from the European Commission.

In order to develop a strong and forward-looking HR strategy, we are currently looking for two

Human Resources Generalists (m/f/d)

for AITHYRA and CeMM, fulltime, 40 hours per week

The candidates will report to Jean-Paul Chidiac, Head of Human Resources. These positions are primarily located at CeMM in Vienna, Austria. The AITHYRA staff will move to a new workspace (also in Vienna) as soon as it becomes available.

Your role

- **Contract Management:** Preparation, processing and monitoring of contracts, including amendments and renewals, ensuring compliance with policies and procedures.
- **Contact point** for CeMM / AITHYRA employees on HR/ contract related questions.
- **Employee Records:** Reviewing and verifying employee records, such as closing monthly SAGE/dpw hours and leave for all employees and ensuring personnel records are kept up to date.
- **Contact Point:** Serve as the contact point for external payroll services and HR-related audits, such as year-end closings.
- Our team achieves results and is accountable for delivering **high quality HR services** by being **innovative, driven, collaborative** and **trustworthy**.

Your profile

- **Bachelor's degree** or equivalent with at least **3 years of experience** in human resources administration/management.
- Excellent understanding of Austrian labor law.
- Previous work experience in an international or scientific environment is an advantage.
- A strong **work ethic**: a high level of personal integrity and professionalism.
- Excellent written and oral communication skills in English and German.
- A commitment to **equality, diversity and inclusion**.
- Thorough understanding of HR principles and practices.
- Strong attention to detail and ability to multi-task.
- Reliable team player with customer service skills.
- Experience working with confidential information.
- Ability to quickly establish trust and rapport.
- Flexible schedule to meet business needs.

Why join us

We don't plan on doing things the way they've always been done.

We are curious, community-oriented and international. As an inclusive, equal opportunity employer, we offer attractive conditions and benefits appropriate for an international research organization with a very collegial and family-friendly working environment.

Bring your magic to this challenging, fulfilling, and meaningful positions!

We offer

- Work in an experienced, interdisciplinary and international team in two of Europe's leading research institutes. You will be required to relocate if you are based elsewhere and will receive a relocation allowance to support you.

- A wide range of social, cultural and sports activities organized by the Institute.
- Excellent benefits including insurance coverage, health services (in-house doctor, psychologist, ...), subsidized company cafeteria.
- Minimum gross monthly salary of EUR 3,800.00, paid 14 times a year.
- The normal working week is 40 hours. Core working time is the working time during which the employee must be present at the workplace. Monday to Thursday from 09:00 to 15:00 and Friday from 09:00 to 13:00. A maximum of 1 home office day per calendar week may be used.

Application details

Please apply online: <https://cemm.onlyfy.jobs/job/ig7t16or> with a cover letter explaining your strengths and qualifications in relation to the open position at CeMM, your CV and the contact details of 2 referees.

Application deadline: 05.11.2024

Additional information

City	Vienna
Position type	Full-time employee
Start of work	01.01.2025

Responsible

Memo Mokhles

Apply now