



CDR-Life is a young and innovative biotech company based in Zurich where we develop novel immunotherapies against cancer. It is a dynamic mission-driven company with a highly collaborative approach. A multinational and vivid team of 50+ experts is essential for the success of an R&D-based biotech company and requires effective management of the entire employee life cycle. To lead this area, we are looking for a highly motivated:

People Operations Specialist (60%)

Managing all people-related activities within the employee life cycle

As People Operations Specialist you will be an integral part of the team by managing all people-related activities within CDR-Life's employee life cycle, reporting to the CEO. Are you an experienced and highly motivated person who enjoys working in fast moving industrial environment and wants to grow your career to the next level? Do you want to join a driven team that leverages differences to deliver results? If so, this job might be for you.

Responsibilities

Employee Life Cycle Operations

- Act as first point of contact for all people related matters, policies, and procedures for employees and line managers
- Manage the HR system
- Support and align the talent acquisition process including reference checks, job offering, contract creation
- Manage the onboarding process in collaboration with the hiring managers
- Manage and implement all employee related agreements and changes, e.g., contract modifications, contingent workforce management, compensation & personal data changes
- Manage the offboarding process
- Participate in developing and implementing people operational policies, guidelines and procedures
- Organize employee training and development sessions

Payroll Operations

- Support interface with accounting team for payroll management and administration

People Projects

- Participate in people projects aligned with our objectives of digitalization and simplification

Who you are

As an ideal team member, you are self-motivated, passionate about your job, you are open minded, have a positive and proactive attitude, and you understand that providing a high-quality service is crucial for the organization.

- Successful track record of 3+ years in People Operations or a related field
- Broad HR generalist know-how
- Demonstrating end-to-end accountability
- Excellent organization skills, attention to detail, and ability to prioritize actions



- Works independently in a fast-paced environment
- Fluent in written and spoken English, a good command of German is a plus
- Familiarity with pharma/biotech industry is a plus

Why CDR-Life?

Enter a meaningful job with purpose – helping people with cancer and other incurable diseases. Become part of a team on a mission with a collaborative, open, and solution-oriented spirit where you can have an impact. Enjoy exciting opportunities for development and professional growth within our growing organization with flexibility that fits with your needs and lifestyle, as well as competitive salary and benefits.

Work location: From June 2023, CDR-Life will be located in our new labs and offices in Tödistrasse 48, Horgen, Switzerland.

To apply or in case of questions, please contact simona.cesari@cdr-life.com. We are looking forward to hearing from you.

CDR-Life is proud in its commitment to creating a diverse workforce and providing equal employment opportunities to all employees and applicants without regard to religion, sex, sexual orientation, gender identity, gender expression, parental status, national origin, age, disability, citizenship status, genetic information or characteristics, marital status or any other characteristic protected by law.

Please note CDR-Life operates a strictly controlled list of preferred recruitment partners. For those partners who have no valid, signed Master Service Agreement in place with CDR-Life, all unsolicited resumes, CVs, anonymous profiles, or any other candidate details submitted through our website or to personal e-mail accounts of employees of CDR- are considered the property of CDR-Life and are not subject to payment of any form of introduction, placement, or referral fees.