



Inceptua operates as a trusted partner for pharma, biotech and healthcare, driving access to treatments for patients in need worldwide. As a highly specialized partner with expert teams across the globe, we use our local insight and global understanding to offer patient- and customer-centric services at all stages of the drug lifecycle: we provide products and services for clinical trials, we facilitate access to pre-approval and unlicensed medicines, and we offer an international commercialization platform for pharmaceutical products.

Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile to achieve excellence in all our services.

For our current office in Berlin, we are seeking a:

Human Resources Manager, focus recruitment (m/f)

for immediate start.

Responsibilities include, but are not limited to:

Recruitment

- Lead end to end recruitment process, working together with hiring managers to develop and execute recruitment plans
- Efficiently and effectively recruit diverse talent into Inceptua's global team
- Post vacancies online with professional organisations and in other appropriate venues.
- Manage the use of recruiters and headhunters
- Conduct pre-screening interviews and evaluate if applicants meet position requirements
- Assist with interviewing and selecting employees onsite
- Develop and establish new recruiting initiatives and sources
- Assist in performing reference and background checks, where applicable
- Regular company internal and external communication to establish rapport, build networks and source new candidate leads
- Prepare and send offer packages, prepare employment contracts
- Manage rejection letters
- Process and maintain sensitive applicant and interview information in internal HR files and general record keeping, with respect to GDPR guidelines.
- On-boarding: coordinate and facilitate new hires onboarding and orientation by setting up and coordinating the on-boarding program for new hires. Develop and optimize of the current on-boarding program
- Conduct, analyse and follow-up on exit interviews as well as summarising learnings and making suggestions for improvement.



General:

- Develop and track key performance indicators of the recruitment process
- Plan, create and update HR policies and procedures
- Carry out general HR administration tasks, as required, to support the overall HR team objectives
- Perform HR special projects, i.e. job descriptions, performance management system, compensation & benefits - working closely with the Director, Global Human Resources
- Support the Director, Global Human Resources on implementation of HR strategies

Your profile:

- You have 7+ years' proven experience in a similar role
- You hold a University degree, with a preferred focus on Human Resources
- You are business fluent in German and English, any other language is of advantage
- You are results-driven, you can work under pressure and meet tight deadlines
- You are experienced in working with international organizations and multi-cultural work environments
- You have excellent networking skills, and you are capable to establish strong working relationships with different stakeholders
- You have a high sense of confidentiality
- You have the ability to prioritize in a changing landscape
- You are able to travel for recruitment meetings, career fairs etc.
- You are a proactive team player with excellent communication skills
- The ideal candidate will have general knowledge of various employment laws, especially for Germany, the UK and the USA

This position is full-time, and we offer a competitive salary. Our company is home to employees from various backgrounds that speak a range of languages. If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application, including a CV and cover letter in English to: **recruitment@inceptua.com**

Attachments should be in **PDF format** and you should indicate where you found this posting.