

Formycon AG is one of the world's leading developers of biosimilars. With an experienced team comprised of more than 90 professionals, the company is able to span the entire value chain of biosimilar drug development, from laboratory analysis to clinical trials and all the way through to regulatory approval and market launch.

To support our team in Martinsried near Munich, we are looking for suitable candidates for the following part-time (15 to 20 hours per week) permanent position, to begin work as soon as possible:

Junior Manager HR (m/f/d)

Your responsibilities:

- Handling of all employment-related processes and procedures, from entry to exit
- Job application management, including preparation and release of job postings, coordination with external recruitment services provider, arrangement of job interviews, etc.
- Maintenance of personnel files, including monitoring of dates in employment contracts
- Participation in various HR projects
- Other administrative and organizational activities
- Assistance as required with preparation of payroll data and coordination with external payroll provider

Your qualifications:

- Completed vocational training in business, or comparable qualification
- Entry-level professional experience in human resources administration
- Proficiency with Microsoft Office, particularly Excel and Word
- Oral and written proficiency in both German and English
- Strong service orientation
- Ability to work independently and systematically, with excellent attention to detail
- A person who is open, reliable and trustworthy, and who enjoys working in a small team

Bring us your skills and energy, and shape your own career in a stimulating and open work environment. We are looking for highly motivated individuals who are ready to take on new challenges with enthusiasm and personal commitment. Working at Formycon means being part of a smart, innovative team with minimal hierarchy and opportunity to share your own ideas.

Have we sparked your interest? Then we look forward to receiving your application for employment through our online application portal. Please be sure to include all supporting documents, along with your earliest possible starting date and your salary expectations. We look forward to learning about you and the qualifications which you would bring to this position.

[Online application](#)

Formycon AG uses the services of Constares GmbH in its recruitment process, which will screen all applications for this position. Should you have any questions about your initial application, please contact Mr. Gunnar Mayr at Constares GmbH at +49 89 1250 398 32.