

# Ce-M-M-

Research Center for Molecular Medicine  
of the Austrian Academy of Sciences

Apply  
now!

Met -  
Val-His-Leu-Thr-  
Pro-Glu-Glu-Lys-Ser-Ala-  
Val-Thr-Ala-Leu-Tyr-Gly-Lys-  
Val-Asn-Val-Asp-Glu-Val-Gly-Gly-  
Glu-Ala-Leu-Gly-Arg-Leu-Leu-Val-Val-  
Tyr-Pro-Tyr-Thr-Gin-Arg-Phe-Phe-Glu-Ser-  
Phe-Gly-Asp-Leu-Ser-Thr-Pro-Asp-Ala-Val-  
Met-Gly-Asn-Pro-Lys-Val-Lys-Ala-His-Gly-  
Lys-Lys-Val-Leu-Gly-Ala-Phe-Ser-Asp-  
Gly-Leu-Ala-His-Leu-Asp-Asn-Leu-Lys-  
Gly-Thr-Phe-Ala-Thr-Leu-Ser-Glu-Leu-  
His-Cys-Asp-Lys-Leu-His-Val-Asp-Pro-  
Glu-Asn-Phe-Arg-Leu-Leu-Gly-Asn-Val-  
Leu-Val-Cys-Val-Leu-Ala-His-His-Phe-  
Gly-Lys-Glu-Phe-Thr-Pro-Pro-Val-  
Gin-Ala-Ala-Tyr-Gin-Lys-Val-Val-  
Ala-Gly-Val-Ala-Asn-Ala-Leu-Ala-  
His-Lys-Tyr-His+++Met-Leu-Ser-Pro-  
Ala-Asp-Lys-Thr-Asn-Val-Lys-Ala-  
Ala-Tyr-Gly-Lys-Val-Gly-Ala-His-Ala-  
Gly-Glu-Tyr-Gly-Ala-Glu-Ala-Leu-Arg-  
Met-Phe-Leu-Ser-Phe-Pro-Thr-Thr-Tyr-  
Phe-Pro-His-Phe-Asp-Leu-Ser-His-Gly-Ser-Ala-Gin-  
Val-Lys-Gly-His-Gly-Lys-Val-Ala-Asp-Ala-Leu-Thr-  
Asn-Ala-Val-Ala-His-Val-Asp-Asp-Met-Pro-Asn-Ala-  
Leu-Ser-Ala-Leu-Ser-Asp-Leu-His-Ala-His-Lys-Leu-Arg-  
Val-Asp-Pro-Val-Asn-Phe-Lys-Leu-Ser-His-Cys-Leu-  
Val-Thr-Leu-Ala-Ala-His-Leu-Pro-Ala-Glu-Phe-Thr-Pro-  
Ala-Ser-Leu-Asp-Lys-Phe-Leu-Ala-Ser-Val-Ser-Thr-Val-  
Tyr-Arg+++Met-Val-His-Leu-Thr-Pro-Glu-Gly-Lys-Ser-  
Gly-Lys-Val-Asn-Val-Asp-Glu-Val-Gly-Gly-Ala-Leu-Leu-Val-Val-Tyr-  
Pro-Tyr-Thr-Gin-Arg-Phe-Phe-Glu-Ser-Phe-Gly-Asp-Leu-Ser-Thr-Pro-Asp-Ala-Val-Met-  
Gly-Asn-Pro-Lys-Val-Lys-Ala-His-Gly-Lys-Lys-Val-Leu-Gly-Ala-Phe-Ser-Asp-Gly-Leu-Ala-His-  
Leu-Asp-Asn-Leu-Lys-Gly-Thr-Phe-Ala-Thr-Leu-Ser-Glu-Leu-His-Cys-Asp-Lys-Leu-His-Val-Asp-  
Pro-Glu-Asn-Phe-Arg-Leu-Leu-Glu-Asn-Val-Leu-Val-Cys-Val-Leu-Ala-His-His-Phe-Gly-Lys-Glu-  
Met-  
Val-His-Leu-Thr-  
Pro-Glu-Gly-Lys-Ser-Ala-Val-  
Thr-Ala-Leu-Tyr-Gly-Lys-Val-Asn-  
Val-Asp-Glu-Val-Gly-Gly-Glu-Ala-  
Leu-Gly-Arg-Leu-Leu-Val-Val-Tyr-  
Pro-Tyr-Thr-Gin-Arg-Phe-Phe-Glu-  
Ser-Phe-Gly-Asp-Leu-Ser-Thr-Pro-  
Asp-Ala-Val-Met-Gly-Asn-Pro-Lys-  
Val-Lys-Ala-His-Gly-Lys-Val-Leu-  
Gly-Ala-Phe-Ser-Asp-Gly-Leu-Ala-His-  
Leu-Asp-Asn-Leu-Lys-Gly-Thr-Phe-  
Ala-Thr-Leu-Ser-Glu-Leu-His-Cys-  
Asp-Lys-Leu-His-Val-Asp-Pro-Glu-  
Asn-Phe-Arg-Leu-Leu-Gly-  
Val-Leu-Val-Cys-Val-Leu-  
Ala-His-  
His-Phe-Gly-Lys-Glu-  
Phe-Thr-  
Pro-Pro-Val-Gin-Ala-Tyr-Gin-  
Lys-Val-Val-Ala-Gly-Val-Ala-Asn-  
Ala-Leu-Ala-His-Lys-Tyr-His-  
+++Met-Val-Leu-Ser-Pro-Ala-Asp-Lys-  
Thr-Asn-Val-Lys-Ala-Ala-Tyr-Gly-Lys-Val-  
Gly-Ala-His-Ala-Gly-Glu-Tyr-Gly-Ala-Glu-Ala-  
Leu-Glu-Arg-Met-Phe-Leu-Ser-Phe-Pro-Thr-Thr-  
Lys-Thr-Tyr-Phe-Pro-His-Phe-Asp-Leu-Ser-His-  
Gly-Ser-Ala-Gin-Val-Lys-Gly-His-Gly-Lys-Lys-Val-  
Ala-Asp-Ala-Leu-Thr-Asn-Ala-Val-Ala-His-Val-Asp-  
Asp-Met-Pro-Asn-Ala-Leu-Ser-Ala-Leu-Ser-Asp-Leu-  
His-Ala-His-Lys-Leu-Arg-Val-Asp-Pro-Val-Asn-Phe-  
Lys-Leu-Leu-Ser-His-Cys-Leu-Leu-Val-Thr-Leu-Ala-  
Ala-His-Leu-Pro-Ala-Glu-Phe-Thr-Pro-His-Val-His-  
Ala-Ser-Leu-Asp-Lys-Phe-Leu-Ala-Ser-Val-Ser-Thr-  
Val-Leu-Thr-Ser-Lys-Tyr-Arg+++Met-Val-His-Lys-

## HR Project Manager

Apply now

*full time, 40 hours/week*

*Starting date: February 2021*

*Limited contract for the period of 2 years*

In this exciting role you will be a key-player in employee relations management and the recruitment of scientists, technicians and administrative staff, you will be responsible for the CeMM alumni network (40%), recruitment and candidate management (45%), personnel administration & special HR projects (15%).

In 2017 CeMM established its alumni network with the mission to connect, re-connect, value, exchange and share. Our alumni network currently has over 195 members living in 21 different countries and distributed across four continents. The network offers them a platform through which they can stay in touch with each other and share their knowledge and expertise. Your key tasks will be to keep our alumni informed and engaged, to organize regular board meetings and to further expand the network. In addition to the coordination and the management of all CeMM alumni network activities, you will be assigned to recruitment processes to hire scientific or administrative staff and you will take on special projects in the field of human resources management.

We are looking for an experienced recruiter and networker or an HR professional with a professional background in employee relations management. Ideally, you are a motivated and skilled HR person with strong interpersonal and communication skills and excellent English skills who is interested in working in an international and highly dynamic research environment. CeMM, Research Center for Molecular Medicine of the Austrian Academy of Sciences, integrates basic research and medical expertise to pursue innovative diagnostic and therapeutic approaches focused on cancer, inflammation and metabolic disorders. Located in

the center of the campus of the Medical University of Vienna, CeMM is working on shaping a forward-looking, patient-friendly medicine the world can benefit from.

## Your Profile

- University degree in business administration (e.g. BWL, Entrepreneurship), life sciences or human resources management
- Proven experience in the recruitment of international team members
- Professional experience in the role of a senior recruiter, HR professional and/or employee relations manager
- Professional experience in academia and/or research of advantage
- Strong communication talent
- Professional business correspondence
- Excellent organizational and administrative skills, and interest in a varied scope of tasks involving alumni relations management and recruitment
- Team player with strong communication skills and a proactive mindset
- Flexibility to take on other HR tasks, and to support your team members
- Excellent command of English
- Good German skills
- Very good MS office skills
- Knowledge of Sage DPW, Prescreen and TYP03 of advantage

## Typical Tasks

- Management of the alumni network and its associated projects
- Coordination of alumni board meetings and to organize and host regular conference calls
- Organization and management of the recruitment of scientific or administrative personnel
- Conducting interviews
- Helping to organize large recruitment processes (assessment centers)
- Professional communication with candidates
- Monitoring of all ongoing recruitment processes with our recruitment tool
- Personnel administration (e.g. maintenance of the time recording system)

## We offer

- Competitive salary: This position is remunerated with a minimum monthly gross salary of EUR 3,300 on a full time base. The definite salary will be based on qualification and experience.
- Position in a great international team
- Being part of a thriving academic and social community in Vienna, one of the cities with the best quality-of-life in the world
- The CeMM employment contract includes full insurance (health, accident, pension)

## The Institute

CeMM is a flagship institute for biomedical research in the heart of Europe, Vienna. CeMM is committed to highest scientific standards. The environment is very collaborative, dynamic and international. One of CeMM's advantages is to be in close proximity to the Vienna Medical University Campus and the General Hospital

(AKH). This allows the fruitful interaction of basic scientists with clinicians, and the use of models and cutting-edge technology to disease-relevant biological questions. According to a study by The Scientist, CeMM is ranked as the best European place to work in Academia 2012, internationally CeMM appears at the fourth place. The official language at CeMM is English, and more than 48 different nationalities are represented at the institute. For more information please visit: [www.cemm.at](http://www.cemm.at)

## Application details

CeMM aims to promote equality of opportunity for all with the right mix of talent, competences and potential. We welcome applications from candidates with diverse backgrounds. Please apply online with your application documents (cover letter, CV and names and contact details of 2 referees).

**Closing date for applications: 8 January 2021**

### Additional information

City	Vienna
Position type	Full-time employee
Start of work	01.02.2021

### Responsible

Catherine Lloyd

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