

GoSilico is a well-established start-up company located in Karlsruhe, Germany. We are a young and interdisciplinary team, driven by the idea of replacing laboratory experiments in the biopharmaceutical downstream process development by simulation work. Our core product is the software ChromX, that is sold to biopharma companies worldwide. In addition to the software, GoSilico supports its international customers with trainings, consulting and contract modeling services.

HR Assistant

Location: Karlsruhe, Germany
Start Date: as soon as possible
Scope: part-time (20h)



Your Job.

As a human resources assistant at GoSilico, you are responsible for our growing team of highly skilled experts. You are responsible for recruiting, hiring, and training new employees:

- writing and posting job openings
- processing incoming applications
- onboarding of new employees
- compiling and updating employee records
- administrative tasks in the field of personnel accounting
- clerical and administrative support to executives

Your Profile.

- degree in human resources or related discipline
- experience as an HR assistant or relevant administrative position of at least 2 years
- basic knowledge of labor laws
- excellent organizational skills
- empathy and strong communication skills
- fluency in English both written and oral

Your Benefits.

You will be working in an international, dynamic and growing start-up environment. Since we are a small company, everyone's contribution is extremely valuable and highly appreciated. You will be granted with a high degree of responsibility from day one on. Flat hierarchies, as well as fast and direct communication channels make your daily work at GoSilico pleasant and fun.

Contact: jobs@gosilico.com

We are looking forward to your application!