Working Student HR / Werkstudent Personal (m/f/d)

About Us

Arcensus is a digital health and genetics start-up, empowering people to take their personal health into their own hands. We provide a trusted, secure, and comprehensive digital service, based on Whole Genome Sequencing (WGS) that analyses the entire genetic information present in Human DNA with the help of cutting-edge technology. The WGS together with bioinformatics and medical analysis identifies predispositions and reasons for unclear symptoms, suggesting better treatment possibilities, or helping individuals to take preventive measures. It also supports to identify family members, who may also be at risk to develop genetic diseases.

To support our HR team in Rostock, we are looking for a Working Student (m/f/d) as of 01.07.2022, but no later than 01.08.2022.

Your qualifications

- Enrolled student at university, preferably in the fields of humanities, social sciences or economics (with a focus on human resources)
- Independent way of working, quick comprehension
- Good communication skills in written and spoken German and English
- Availability at least 12h/week
- Team player, motivated, reliable, creative
- Very good English (C1) and German language skills (B1-B2)

Our working language is English.

Your tasks

- Support in recruiting i.e., applicant communication, pre-screening applications, schedule interviews, creating job advertisements
- Support of the daily HR work, incl. contract creation, documentation of appraisal interviews, organization internal events, creation of presentations
- Administrative work and support of the logistics department if required

Your benefits

- Free time management
- Working up to 60% remotely after onboarding
Does this sound like you?
Then let's go! We can't wait to get to know you.

Please apply with your CV and earliest possible starting date by email to hr@arcensus-diagnostics.com.

If you have any questions, please feel free to contact us by phone or email.

This position is supervised by:

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Sr. Director Human Resources

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