



HR Assistant (Part-Time), Cambridge

Mission Therapeutics is an early-stage drug development company targeting the ubiquitin pathway for the treatment of neurodegenerative disease, rare mitochondrial diseases and fibrosis. The Company has built a leading platform for the discovery and development of first-in-class, small molecule drugs that selectively target deubiquitylating enzymes (DUBs) – an emerging drug class that is attracting significant commercial interest in the area of protein homeostasis.

An opportunity has arisen for an experienced and highly capable HR Assistant to join our small, cohesive and collaborative HR team. This is a part-time role (around 22.5 hours per week) and there is some flexibility available on the pattern of hours/days per week.

Key responsibilities will include:-

- Assisting the HR Manager in the review, updating and implementing of policies and procedures
- Building effective relationships with staff at all levels and provide a prompt and reliable HR service to both internal and external stakeholders.
- Administration of key HR processes and services including the performance appraisal process.
- Recruitment and selection including drafting job adverts, coordinating the application/interview process.
- Managing administration of new starters, pre-employment checks, leavers, exit interviews, employment changes and any other related processes.
- Coordinate on-boarding and inductions for all new starters.
- Maintenance of accurate HR information, to include absence management and holiday records, using an HRIS system (PeopleHR) and in line with data protection legislation.
- Effective administration of company benefits schemes whilst acting as the first line of contact for employee queries.
- First point of contact for the external OH provider. Coordinate health surveillance appointments, vaccinations, immunity testing as required as well as management referrals.
- Assisting with the coordination of training and development as required.
- Assist and provide support for the Facilities Manager when required.

What you will need for the role:-

- Relevant HR experience working in a busy generalist role.
- Strong Microsoft Office skills (Excel, Word) and knowledge of HRIS systems (experience of using PeopleHR would be an advantage but is not essential).
- High level of integrity with a strong understanding of, and ability to maintain, confidentiality.
- Exceptional interpersonal and communication skills.
- Strong planning and time management skills.
- Pro-active, positive attitude with an ability to find effective solutions to issues.
- A high work ethic with a can-do attitude.
- Experience of working in the biotech or pharmaceutical industry would be an advantage, but is not a prerequisite for the role.

This is an exciting opportunity for an enthusiastic and self-motivated individual to join our fast-growing biotech company and to contribute to the development of a new class of medicines. With a high level of attention to detail your administrative abilities will be exceptional and you will be a highly organised and effective multi-tasker.

Benefits

We offer a competitive salary along with a contributory pension scheme and other excellent benefits.

If you would like to apply, please send your CV with a covering letter to recruitment@missiontherapeutics.com.

The closing date for applications is 4th June 2021.

In order to comply with UK employment legislation, all applicants for positions at Mission must have the right to work in the UK. In the event that a job offer is made, you will be required to provide evidence of your right to work in the UK before you commence employment with Mission.

All applications received will be managed in accordance with our Job Applicant Privacy Notice available to view on the Careers page of our website www.missiontherapeutics.com

No agencies, thank you.