

	Description
Function	Human Resources Generalist
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Working time	Full-time, 100%
Reporting Line	Chief Human Resources Officer
Company Profile	<p>AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases</p> <p>We are a diverse employer with more than 140 colleagues, and are publicly traded on the NASDAQ (ACIU)</p>
Job description	<p>The Human Resources Generalist is a key member of AC Immune's Human Resources team. They work with all AC Immune colleagues, and managers to coordinate all aspects of the employment experience,</p> <p>The HR Generalist also support the HR team to coordinate our resourcing, training and development, time-tracking, absence management activities.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Collaborate with line managers, colleagues, compensation and benefits senior associate, senior HR manager and the CHRO to coordinate key people processes, including time management, training and development, recruitment, administration, newcomers' integration, and work permit requests • Support the CHRO and the HR team with all areas of recruitment, learning and development planning, data insights, coaching, dispute resolution and employment relations, and reward topics • Support internal administration colleagues during any periods of absence leave
Qualifications & Skills	<ul style="list-style-type: none"> • HR qualification, and / or 3+ years of relevant experience • Proficiency with HR processes and technology • Experience with a range of digital tools and Office applications • Full professional English and French are required <p>Personal characteristics include:</p> <ul style="list-style-type: none"> • An ability to confidently provide clear oral and written updates to influence others • Well organized and responsive • Strong team collaboration skills • Capacity to act autonomously • Able to manage, multiple and challenging priorities