



Semalytix is a fast growing start-up specialised in developing products for explaining the global conversation around Competitive Intelligence topics in the Pharma domain. Our AI solutions extract insights from large amounts of textual data in real time to support our customers in making decisions at the operational and strategic level much faster, more informed and much easier – on the solid base of Machine Learning, Natural Language Processing and Knowledge Graphs.

We offer:

- A young, dynamic, and motivated international team with a background from 17 different nations striving for the best solutions for our customers
- An open and flexible culture and working atmosphere
- The option to occasionally work from our second office space in Lisboa, Portugal
- Interesting and diversified responsibilities with a lot of design flexibility and high research affinity
- The spirit and culture of a fast-paced and dynamic start-up in a highly collaborative working environment
- Support and resources for taking classes related to professional skill improvement

In order to support our Management Team, we are seeking (full-time, as soon as possible):

People and Culture Manager (m/f/d)

Your responsibilities:

- Support development, implementation and delivery of personnel strategy across the company.
- Work closely with the Team Leads to understand, clarify and provide advice regarding people forecast and planning.
- Support the talent acquisition process (e.g. hiring needs, job postings, sourcing, screening, interview, candidate tracking, Talent Management and be an essential part of initial job interviews).
- Handle administrative tasks and issues (e.g. support visa acquisition, take part in contract negotiations).
- Develop and implement personnel strategies that are appropriate for the business needs and consistent with the company's overall personnel strategy.
- Identify problems related to people and culture and modify/adapt processes to support all operations

Required skills and qualifications:

- Business fluent in German and English Language
- Bachelor's Degree in Business, Human Resources, Organisational Psychology and/or relevant disciplines.
- Minimum 2 year's experience in Human Resources, talent acquisition, recruitment or equivalent organisational topics.
- Experience and knowledge of German employment/labor laws
- Excellent communication skills (written and verbal)
- Negotiation skills, with a capacity to build successful relationships (networking)
- Positive attitude with high learning agility
- HR certification is a plus.
- Experience in an IT startup would be a plus.

Please apply at careers@semalytix.com. Your application documents (in English) should include a letter of motivation, CV, relevant certificates and references in one single PDF document.

Informal inquiries may be directed to Katharina Wendler (katharina.wendler@semalytix.de). Positions remain open until filled. We are strongly committed to promoting equal opportunity and diversity in our team.