

Human Resources & Culture Manager (d/f/m) - part time 50%

We are looking for an (initially) part-time HR & Culture Manager who supports us with developing the environment in which our team is motivated and engaged to perform to the best of their ability and fulfill their personal ambition. We're looking for a team player who is proactive in supporting colleagues but also capable of working autonomously.

Your Tasks:

- ▶ Oversee day to day management of administrative issues related to employees
- ▶ Communication with payroll provider
- ▶ Assisting with full-cycle recruiting as required
- ▶ Manage the onboarding and exiting process for employees
- ▶ Create and maintain continuous training plans and further educational programs for the employees
- ▶ Deal with complex case work in an international environment
- ▶ Foster a culture that is open to change and innovation, supporting collaboration, respect and accountability
- ▶ Support and arranging company events

Your Qualifications:

- ▶ Vocational training and/or degree in business, HR management or equivalent
- ▶ A minimum of 2+ years of experience in a People & Culture role
- ▶ Fluent in German and English, strong verbal and written communication skills
- ▶ Thorough understanding of HR policies and procedures
- ▶ Experienced in working in an international environment
- ▶ Strong teamwork, collaboration and organizational skills
- ▶ Competency in computer applications

Our Offer:

- ✓ Flexible hours
- ✓ Challenging and varied tasks
- ✓ Permanent contract
- ✓ Training opportunities and responsibilities
- ✓ Welcoming international colleagues in the office in Tübingen
- ✓ The chance to grow with us

The right candidate will initially be working part-time on-site in Tübingen. Full-time employment can be envisaged in the future.

For more information, please contact:

Ina Gerber - Business Administration Management
ina.gerber@computomics.com
<https://computomics.com>

Send your application to: careers@computomics.com

Computomics GmbH
Eisenbahnstr. 1
72072 Tübingen

Our Mission

We provide bioinformatics services for the analysis of next-generation sequencing data of DNA and RNA, from experimental design up to complex interpretations.

We focus on agricultural biotech, breeding and plant protection companies. Our services are used by researchers, by bioinformaticians and by quality managers.

Our Unique Qualities

- ▶ We use validated methods and quality controls at every step
- ▶ Our results are reproducible and accompanied by a detailed report
- ▶ We are independent of sequencing providers, technologies and commercial software companies
- ▶ Our analyses are customized to client needs with proprietary algorithms and award-winning open source tools
- ▶ We guarantee the security of client data and handle IP contamination

Our Vision

We bring sustainable economic success to our clients by enabling them to produce stable, added-value crops, thus contributing to resource-efficient agriculture that can feed the planet.

Our Values

- ▶ Passion for our products and for our work
- ▶ Amicable, collaborative, honest relationships with our clients and with each other
- ▶ Respect towards everyone and towards the environment
- ▶ Efficiency and the desire to improve

Working for Computomics

A+ employees deserve an A+ treatment. It takes a great employer to hire great employees, so Computomics offers the opportunity to work in an entrepreneurial, open, and intellectually challenging culture. We focus on quality and professionalism and aim to have amicable relationships with our clients, our partners and among ourselves. We also offer an attractive compensation package.

We prefer ownership over hierarchy, and we facilitate learning and venturing. We work with bright, talented people in a challenging, diverse, and rapidly evolving domain.

At Computomics, we foster the combination of innovation and focus; we combine accountability with responsibility, and encourage initiative, teamwork and respectful, candid and open communication.

As we grow our organization, we want you to grow with us; you'll find opportunities for self-development. Working for Computomics is a great way for you to become part of a company where you will make a difference.

Quick Company Overview

Founded	2012
Origins	Max Planck Institute for Developmental Biology and University of Tübingen Spin-off
Managing Director	Dr. Sebastian J. Schultheiss
Solution	Custom data analysis for crop breeders, bioinformaticians and quality controllers in plant biotech, breeding and crop protection
USP	Machine learning technology behind all future crops
Headquarters	Tübingen, Germany