



tknife

TRANSFORMING
T-CELL THERAPY

We are a fast-growing, preclinical stage biopharmaceutical company developing tumor-specific T cell receptor (TCR) therapies. Our dynamic, international team sets out with the ambitious goal to revolutionize the TCR landscape using our unique and proprietary transgenic HuTCR mouse platform to produce fully human TCRs for the treatment of cancer. To achieve this ambitious goal, we have successfully completed our Series B financing and could raise 110 million US dollar from international investors in August 2021.

We already made it to a size of over 50 colleagues, and we can't wait to welcome new members to our team. Despite San Francisco, we are located at the BiotechPark Berlin-Buch in the north of Germany's vibrant capital, and our city-office is close to Charité Berlin-Mitte.

For our further company development, we also plan to grow our operations in the US. With T-knife we have demonstrated preclinical proof-of-concept with multiple TCRs. In addition, T-knife has validated the platform for over 90 undisclosed cancer targets and has several drug candidates currently in preclinical development.

To achieve our goals, we are looking for you as our next

Associate HR Generalist (F/M/X)

In that role you will support T-knife's growing HR team in the implementation, maintenance, and improvement of our HR strategies and procedures. You will report directly into Head of HR EU.

Your Responsibilities:

- Planning and execution of administrative tasks: Deadline monitoring, employment contract creation/modification, certificate creation, creation of other personnel-related documents
 - (Further) development of administrative processes in coordination with the department management
 - Responsibility for the organizational processes of recruiting: coordination of appointments, applicant communication, planning and conducting job interviews
 - Maintenance of personnel master data and administration of leave requests
 - Project based work regarding Benefits and Compensation, Employer Branding, Employee Engagement and Learning & Development
 - Support with implementation and maintenance of our personnel management system including compiling documents, preparing data, creating protocols and tables
-

Your Profile:

- Successfully completed apprenticeship, ideally supplemented by HR-relevant professional training or a degree in the field of economics or social sciences
 - Relevant experience in operational personnel work, ideally two years of practical work experience in a comparable position
 - Sound knowledge of contract management, labour law, implementation of personnel management systems, social security and visa processes
 - Proficient in the use of MS Office applications
 - An obliging and service-oriented appearance
 - Fluent German and English skills, written and verbal
-

What We Offer:

- A permanent position in a young, growing, and dynamic company in Berlin
- An inspiring work environment where we shape therapeutic innovations and continuously strive to improve the lives of patients
- The possibility to contribute to the built-out of our innovative and unique HuTCR mouse platform and in the development of novel T cell therapies
- Our company culture develops from a start-up mentality with professional execution, team spirit, motivation, and personal drive
- One of our maxims: **We walk our talk**

Please send us your full application including possible starting dates and your expected compensation using the email subject “Application TKN0027” to career@t-knife.com