



tknife TRANSFORMING
T-CELL THERAPY



We are looking for individuals to join us who are inspired to work at a company that is rapidly growing, with an international team, that works on cutting edge science. We are committed to hiring people from diverse and unique personal and professional backgrounds, to combine viewpoints, approaches and methodologies, and to build together transformative therapies for cancer patients. If you are innovative, collaborative, and are looking to make a huge impact, you're who we're looking for!

We are a preclinical (nearly clinical) stage biopharmaceutical company, developing T cell receptor (TCR) therapies for solid tumor cancers. Our dynamic team has set an ambitious goal to revolutionize the TCR landscape. Following our successful Series B financing, we are well positioned to reach those goals.

We have the benefit of being transatlantic, with locations in San Francisco and Berlin, and are looking to expand in all locations. We have a strong team of scientists who have demonstrated preclinical proof-of-concept with multiple TCRs, have validated the platform for over 90 undisclosed cancer targets, and have several drug candidates currently in preclinical development. We are on track to enter the clinic with our first program by the end of 2021.

It's an exciting time to join T-knife!

HR Operations Specialist, US

In this role, you will contribute to T-knife's People team as we support HR programs and projects to run seamlessly while scaling. This role will require a strong level of detail orientation to support the administration of sensitive HR and employee information and data. You will support the HR team by providing administrative support for the workflows that support our teams.

Responsibilities Include:

- Provide administrative support to HR programs and projects (e.g., performance management, compensation, etc.)
- Review, validate, and update core HRIS data to ensure HR and downstream systems accurately reflect the state of T-knife's workforce and ensure data access and insight accuracy
- Partner with HR Business Partners to support their activities, especially as it relates to processing employee information (e.g., transfers, terminations, work authorization) and providing updates to internal cross functional partners (e.g., change notifications)
- Support reporting duties and audit compliance requests (e.g., ESG metrics, Board of Directors reports, EEO-1, compensation benchmark survey reports)
- Audit data records, as needed
- Support data analysis and reporting projects
- Follow regulatory and ISO 13485 requirements
- A customer and service-oriented approach to partnering with HR team and cross functional colleagues
- Demonstrates resilience, operates effectively within ambiguity and change

Requirements:

- Desire to ensure a great employee experience at all stages of interaction with employees
- Strong communication skills, verbally and written

- Technologically savvy, able to learn and operate a wide variety of technological environments (gSuite, MS Office, ADP TotalSource, CultureAmp, Lattice, Greenhouse)
- Team player with strong ethical orientation, able to maintain the strictest levels of confidentiality and sensitivity when dealing with confidential employee matters
- Cultural humility to ensure you are successful when partnering and enabling our diverse workforce
- Strong aptitude for listening, collaborating, and problem-solving
- The ability to remain flexible and responsive when faced with multiple priorities

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
- Competitive compensation, stock options and a growing benefit portfolio
- One of our maxims: We walk our talk
- T-knife is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome all to apply.

Please send us your full application including possible starting dates and your expected compensation using the email subject "Application TKN0038" to career@t-knife.com