

HR Operations Specialist

Reports to: HR Specialist

Type of contract: Permanent

Start date: ASAP

Are you an experienced HR Operations specialist, looking for an **exciting challenge where you can have an impact on the future growth of Lunaphore?**

About us

Lunaphore Technologies is a company born with the vision of accelerating cancer research, by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better targeted treatments for cancer and other diseases.

To support our future growth, we are looking for a highly motivated and dynamic individual to join our team!

Your Missions

- Manage the complete administrative life cycle of employees, from onboarding to departure.
- Manage monthly payroll preparation and coordination with our external payroll providers.
- Ensure compliance with local regulations and ensure appropriate HR policies are in place.
- Support the HR annual processes such as salary review, variable compensation, etc.
- Act as a trusted advisor to employees on questions related to their employment (insurances, work permits renewal, payroll, etc.).
- Improve our HR processes to positively impact our employee experience (streamline the existing, propose new ones when appropriate, issue and review templates, checklists, etc.).
- Proactive audit and accountability for ongoing accuracy and integrity of the employee data.
- Develop and publish monthly KPIs as requested and coordinate all internal reports.
- Be a point of contact for questions regarding HR systems, employee data, and general employee life-cycle events.
- Partner with our Finance team to build controls and processes in support of payroll-related transactions, shared configuration, integrations, and support

Your ideal profile

- Bachelor's degree minimum
- At least 5 years of professional experience with general HR administration
- High command of MS Office with excellent knowledge of Excel
- Positive attitude and ability to work in a fast-paced project environment
- International experience is a plus
- Strong communication and organizational skills
- Flexible and able to multi-task
- Strong attention to detail and analytical skills, can work independently

What we offer

- A dynamic company where you can have a real impact
- An environment where you will be able to grow both professionally and personally
- Collaborate every day with a young, interactive, and motivated team

Are you passionate about making spatial biology mainstream and empowering researchers? Us too!
Send us your complete application (CV + Cover Letter) through human.resources@lunaphore.com