



Celgene is a global biopharmaceutical company leading the way in medical innovation to help patients live longer, better lives. Our purpose as a company is to discover and develop therapies that will change the course of human health. We value our passion for patients, quest for innovation, spirit of independence and love of challenge. With a presence in more than 70 countries - and growing - we look for talented people to grow our business, advance our science and contribute to our unique culture.

With the further rapid growth of the German organisation, Celgene is looking for a sovereign personality as

## **Working student (m/f) Human Resources**

**As soon as possible, Munich**

### **Responsibilities:**

- Administrative support of the human resources department
- Support in different HR processes
- Absence tracking (vacation, sickness)
- Maintenance of the personnel files (electronical and paper)
- Support in the processing of invoices and in the preparation of the payroll
- Research on various topics
- Work on small projects

### **Skills:**

- Enrolled student in Business Administration, Economics, Humanities, Psychology, or equivalent
- Fluency in German and English, both oral and written
- Strong Microsoft Office skills (Outlook, Word, PowerPoint, Excel)
- Excellent written and verbal communication and interpersonal skills
- Solution-oriented thinking and acting
- Team player
- High level of accuracy and self-organization
- Flexibility and dependability
- Strong identification with Celgene's values

We look forward to your application. Please apply online via our website: [www.celgene.de](http://www.celgene.de)  
If you have any questions, please contact us:

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