

## Lead/HR and Administrator Manager

Permanent position – Immediate Start  
English is a requirement for this role  
Company: Cellenion, Lyon France

**Cellenion** is a young and fast-growing team dedicated to **precision and speed in single-cell analyses in Lyon, France**. We are part of the CELLINK group.

**CELLINK** is a global leading in bio-convergence company, equipping hundreds of labs and thousands of scientists worldwide with cutting edge technologies to contribute to the future of medicine.

We are driven by three mantras: **passion, inspiration, and persistence**.

Do you want to join a company that develops cutting-edge products for the life science industry? Do you love to work in an interdisciplinary and international team of highly skilled, and energetic people? **Apply!**

We are currently 23 employees in Lyon and are growing fast ! As part of our continuous growth, we are recruiting a **Lead/HR staff administrator**.

**Reporting directly to our Managing director**, your role will encompass projects relating to Staff management, French legal, and social legislation.

Your principal duties will be:

1. Staff admin:
  - Maintaining personnel records: recruitment, contracts, absences, holidays, accidents at work, employee's sickness....
  - Be the contact person with our external payroll partner and the HR Department of the group. Communicate necessary information and employee's personal/work details appropriately
  - Update internal staff database and create management dashboards for analysing and transmission of employee's information to the Managing Director and HR.
  - Preparing "Mutuelle et Prévoyance" files
  - To be the link/ interface between all our external and social partners: Mutuelle, URSSAF, CPAM, occupational health, caisse d'assurance retraite et de la santé au travail, cabinet comptable, avocats...
  - Looking after the entire employee lifecycle from onboarding to offboarding. Ensure staff wellbeing.

- Manage the recruitment process: creation of job offers with the help of the interested parties, advertising job vacancies, shortlisting and contacting candidates, and scheduling interviews as required.
2. Training:
- Develop training and onboarding materials
  - Create a global plan for staff training
3. Regulatory Framework:
- Ensure company legislation and internal rules are respected (procedures, timetables...)
  - Ensure the adherence to the CC and legal obligations
  - Manage the CSE elections as well as the relation between the board of directors and the personnel representative
  - Create, develop, and implement internal procedures
  - Monitor the progress of “Document unique d’évaluation des risques”

You have a degree in Business Administration or Human resources with over 10 experience in the field. You are an expert in all aspects of the French legal obligations relating to personnel management. Payroll experience is desirable but not a requirement.

Independent, well organized, you have a deep sense of responsibilities. You have good computer skills and demonstrate high proficiency in the use of Microsoft Office (Word, Excel and PowerPoint). You can adapt easily in an international and fast-moving environment and can prioritise tasks.

As a HR person your personality and interpersonal skills matter. You should be easy to speak to, naturally show empathy, and be honest.

To apply for this position, please send your CV and cover letter to [contact@cellenion.com](mailto:contact@cellenion.com) with the object “Responsable du Personnel”. You can also apply directly on LinkedIn.