

Internal job posting:

HR Coordinator

Do you have passion for HR and a good sense of what it takes to provide excellent HR service? Are you interested in supporting a “Great place to Work”, and do you have the skills to communicate in Danish & English?

Roche a/s is looking for a HR Coordinator to join our HR team, which consists of a HR-Director and two HR-Coordinators, who are part of a bigger service team, including the reception- and the canteen staff.

Your main tasks and responsibilities will be to:

- Support in all phases of the recruitment and drive onboarding process in cooperation with line managers.
- Support talent management process or other parts of HR, which you are passionate about
- Support our goal of maintaining our position as a leading “Great Place to Work”, e.g. by running our Healthy Roche programs
- Be part of the integration of a new global HR system
- Be responsible for building and maintaining our Career Web Page and further developing our employer branding
- Be responsible for maintaining and developing our HR intranet pages and publish internal news
- Provide administrative assistant to the HR Director and assist in maintaining and optimizing HR processes and policies

Who you are:

You are someone who has a passion for working with people. You can be newly educated or have a few years' experience. You are structured and service-oriented and you are a strong communicator. You are enthusiastic about taking part in shaping a fantastic working environment for all employees in Roche a/s. Apart from that, we are looking for the following qualifications:

- You hold a university degree (Bachelor or Master) within HR, communications or similar.
- You are fluent in Danish as well as in English
- You have a strong interest in people
- You are able to work effectively, both alone and in teams
- You feel pride in servicing your colleagues and taking care of the administrative part of the job.
- You like to optimize procedures to make them more effective

We value the following competencies:

Communicating Information (Convincing People, Articulating Information, Challenging Ideas)

Giving Support (Understanding People, Team Working, Valuing Individuals)

Structuring Tasks (Managing Tasks, Upholding Standards, Producing Output)

Processing Details (Meeting Timescales, Checking Things, Following Procedures)

Driving Success (Taking Action, Seizing Opportunities, Pursuing Goals)

In return we offer a competitive salary, a bonus scheme, PFA pension scheme and various insurances. Furthermore, we offer a workplace with development opportunities and room for shaping your own career, also internationally.

You are welcome to contact HR Director Linda Vestergaard at +45 36399999 for further information about the position. Please send your application to anja.kjaer@roche.com **no later than January 22, 2018.**