



INTERNSHIP MAY-JULY

Talent Acquisition Coordinator

Patheon Biologics Groningen

POSITION OVERVIEW

The Talent Acquisition Coordinator is an integral role supporting the recruiting function, and contributes to the overall success of the team by providing a high level of customer service, administrative support, and project coordination throughout the recruiting process. The Coordinator supports staffing onsite in Groningen, with responsibility for timely and accurate daily production of interview coordination for candidates, and pre-employment transaction processing for new hires.

This position will require you to develop an understanding of Patheon recruiting processes for candidate management, benefits, government regulation compliance, company policy administration, and other related activities in support of recruiting.

KEY RESPONSIBILITIES

- * Assist in the coordination and administration of routine, TA transactions
- * Work within an international environment and report to a HR leader
- * Requisition creation and candidate status management
- * Interview scheduling and candidate travel
- * New hire processing - offer letter and background check process management, new hire paperwork
- * Provide administrative support regarding recruitment to the HR team.
- * Prepare offer letters, relocation forms, referral bonus requests, and other recruiting correspondence
- * Work in Applicant Tracking System to support administrative recruiting functions, track candidates, and retrieve data
- * Interface with candidates, recruiters, and hiring managers throughout the hiring process

QUALIFICATIONS

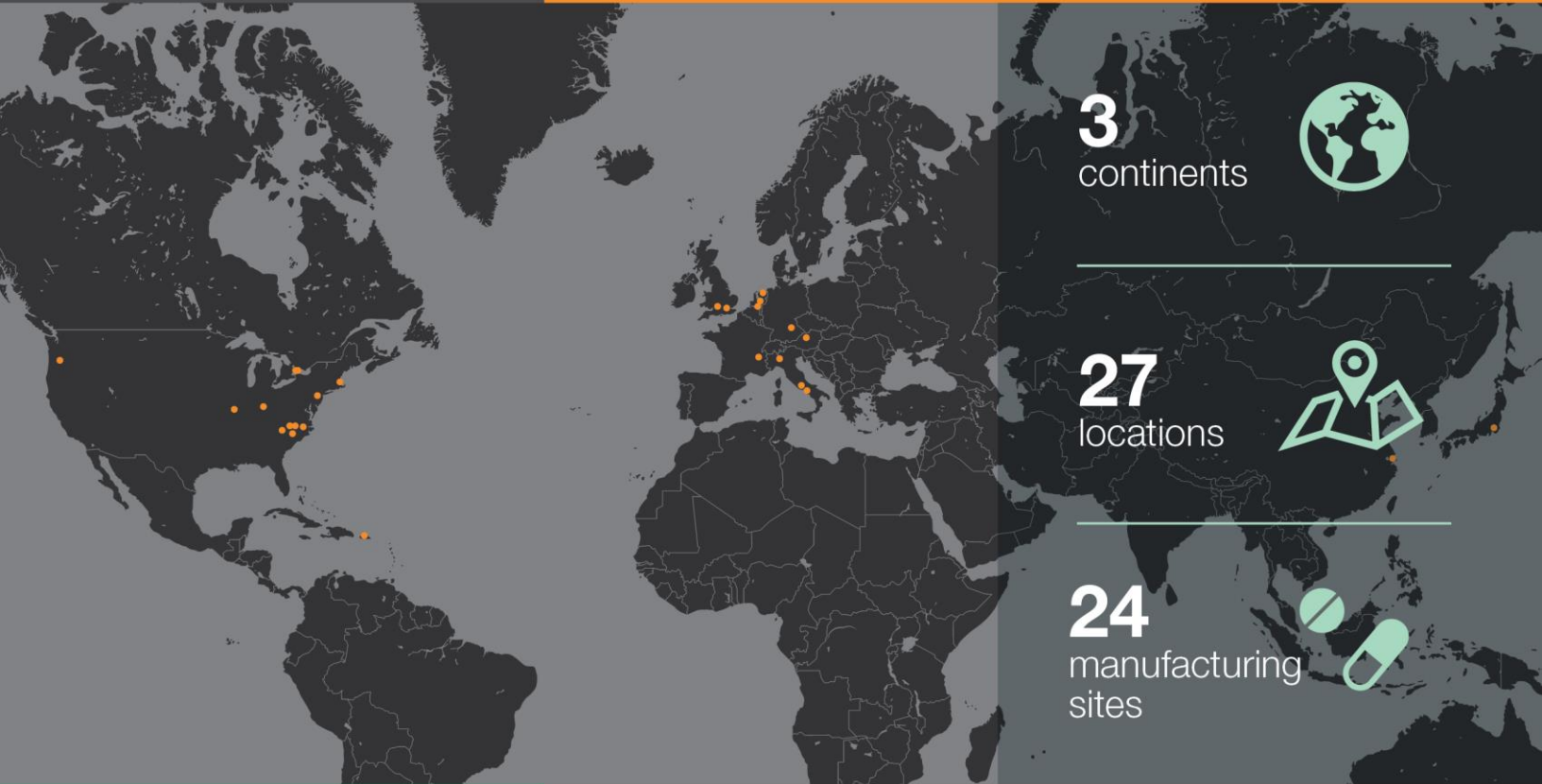
- * Entry level experience in an administrative role, preferably with an HR-focus
- * Ability to prioritize and manage multiple tasks with deadlines
- * Demonstrated ability to solve problems while exhibiting sound judgment
- * Comfortable with change & ability to adapt quickly
- * Ability to manage a fast-paced and sometimes unpredictable workload
- * Professional presentation and communication style; capable of communicating complex content over the phone and through written correspondence
- * Ability to guide processes to closure
- * Experience with Outlook, Word, and some Excel required
- * Excellent desk/computer/workflow organizational skills
- * High School Diploma, Bachelor's degree preferred
- * Internship and/or 1 to 2 years of experience in a role in HR, project, or program coordination, or a role involving data entry
- * Experience with an applicant tracking system or CRM preferred

8,700
employees
worldwide



ABOUT PATHEON

Patheon is a leading global provider of outsourced pharmaceutical development and manufacturing services. With approximately 8,700 employees worldwide, Patheon provides a comprehensive, integrated and highly customizable set of solutions to help customers of all sizes satisfy complex development and manufacturing needs at any stage of the pharmaceutical development cycle.



WHY PATHEON

- » Patheon is globally #1 for Pharmaceutical Development Services and #2 for Commercial Manufacturing Services.
- » Patheon's breadth of services across dosage forms and scale for drug substance and drug product is wider than any other CDMO.
- » Patheon has manufactured or developed over 800 products.
- » Patheon has 400 significant clients throughout the world including 20 of the top 20 large pharmas, 8 of the top 10 biotechs and 9 of the top 10 specialty pharma companies.
- » Products manufactured by Patheon are distributed in more than 70 countries.

CULTURAL FIT

Patheon has a fast-paced, entrepreneurial, results-driven culture, where the ability to operate with agility, decisiveness and autonomy is essential. It is paramount that the new leader is close to the business and understands the cultural context of the company at its current growth stage. It is also important this individual works effectively in a matrixed environment.

For more information on career opportunities with Patheon, please visit our careers page at www.patheon.com/careers

CONTACT

Are you interested in this internship? Please send your resume with photo to iris.willemse@patheon.com

