



Santhera Pharmaceuticals (SIX: SANN) is a Swiss specialty pharmaceutical company focused on the development and commercialization of innovative medicines for rare neuromuscular and pulmonary diseases with high unmet medical need.

Santhera has an exclusive license for all indications worldwide to vamorolone, a first-in-class dissociative steroid with novel mode of action, which was investigated in a pivotal study in patients with DMD as an alternative to standard corticosteroids. The Company plans to complete the ongoing rolling submission of its filing for approval for vamorolone with the US FDA in Q2-2022. The clinical stage pipeline also includes lonodelestat to treat cystic fibrosis (CF) and other neutrophilic pulmonary diseases. Santhera out-licensed rights to its first approved product, Raxone® (idebenone), outside North America and France for the treatment of Leber's hereditary optic neuropathy (LHON) to Chiesi Group.

For further information, please visit the Company's website www.santhera.com

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as:

People & Culture Payroll and Operations Specialist

at our Headquarters in Pratteln, Switzerland (close to Basel) on a part-time basis.

Scope of Work

The People & Culture Payroll and Operations Specialist is responsible for administration and operational support for the entire employee life cycle. These activities include: hiring, onboarding, compensation and benefits, changes in employment conditions, payroll, performance management and offboarding while ensuring compliance with internal and external regulations.

The core responsibilities are:

- Ensure timely and accurate payroll in coordination with external vendor with the ability to qualify payroll relevant transactions (including equity instruments)
- Ensure reconciliation of payroll accounts to financial statements and liaise with external auditors, including provisions for vacation and overtime
- Ensure compliant year-end statements and cross-border commuter certificates in coordination with external vendors
- Review and approve of payroll-related invoices and reconciliation with payroll accounts
- Processing of employee inquiries and requests related to payroll, compensation and benefits, time and attendance
- Maintain and update HRIS and other People & Culture databases
- Ensure a smooth interaction with authorities, external partners or providers related to compensation and benefits, social security, and taxes
- Process and coordinate work permit applications and changes
- Support the onboarding process for new hires, ensuring internal and legal compliance (employment contracts, work permits, benefit enrollment)
- Prepare interim and final reference letters

- Support offboarding process
- Ensure accuracy of equity instruments in coordination with third party administrator
- Update organizational charts
- Support of the performance management tool and related activities
- Other People & Culture tasks as needed
- Identify opportunities for improvements to processes

Required competencies:

- Attention to detail, reliable and with high sense of accountability
- Excellent customer orientation
- Strong planning and organizing skills, able to manage multiple requests simultaneously
- Excellent problem-solving skills, solution oriented
- Flexibility to adapt to changing priorities and deadlines
- Excellent interpersonal, networking and influencing skills
- Ability to work independently and collaboratively

Required background and experience:

- Degree in Human Resources or Business Administration
- 5 years of experience in a general Human Resources role or in a specialized Human Resources function
- Solid knowledge of Swiss social security and labour law, knowledge of other European law is a plus
- Professional level of English and German (written and verbal), French is a plus
- Sound knowledge of Microsoft Office (Excel, Word, PowerPoint and Outlook)
- Experience with HRIS systems

If you are attracted by this exciting opportunity and the prospects of joining a motivated international team operating on a global level, please send your CV and motivation letter mentioning the position **“People & Culture Payroll and Operations Specialist”** as the subject by email to: career@santhera.com.

Santhera Pharmaceuticals is committed to creating a diverse workforce and providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, parental status, national origin, age, disability, citizenship status, genetic information or characteristics, marital status, status as a Vietnam era veteran, special disabled veteran, or other protected veteran in accordance with applicable federal, state and local laws, and any other characteristic protected by law.

Strictly no agencies

Recruitment agencies are kindly invited to refrain from sending to Santhera unsolicited CVs.