



Position: HR and Legal Assistant (2, Human Resources) – EU

Reports to: HR Business Partner & EU Legal Counsel

Location: London, UK

Summary

As an essential point of contact, the HR and Legal Assistant provides an excellent level of service to both internal and external customers as it relates to managing the administrative tasks and scheduling for the HR Business Partner and the EU Legal Counsel.

Specific Responsibilities:

- Coordinates and implements HR activities such as employee onboarding, maintaining employee personnel and training records
- Schedule phone/Skype/onsite interviews for candidates and interview teams, which includes scheduling debriefs, and reschedules
- Act as host for candidate visits
- Assist with the management of HR's operating practices and processes such as updating employee records (soft and hard copies), record keeping systems (E-days), organisational chart maintenance, forms control (DocuSign), HRIS management (ADP) and ongoing HR reporting
- Prepares and updates (as needed) paperwork for HR policies and procedures (new hires, terminations, status changes, etc.) and enters employee updates into various systems
- Liaises with payroll and benefits partners as needed to update on employee status changes
- Coordinates HR projects, meetings and training courses
- Assists with employee engagement by coordinating and planning monthly events and social interactions

Specific Legal Responsibilities:

- Provide administrative support in the production and circulation of legal contracts
- Monitoring and tracking legal projects, including creating project plans and regular reporting

Shared Responsibilities:

- Perform confidential administration functions and assist with day-to-day document management support including activities such as proofreading, scanning, printing, labeling, filing, and shipping
- Accurate and timely reporting and processing of invoices and expenses
- Support and assist other staff/departments as needed and handle special projects as assigned
- Assist with meeting material preparation/presentation
- Coordinate any travel arrangements for Line Managers
- Model the company's core values to achieve service excellence

Preferred Experience, Special Skills, Knowledge:

- 3+ years of relevant experience within an administrative function combined with a strong interest in Human Resources and in Legal
- Ability to successfully organise and manage multiple projects with competing priorities and tight deadlines in a fast-paced environment
- Excellent communication skills and attention to detail, including strong proof-reading skills
- A team player with good interpersonal skills with the ability to work with a wide variety of internal customers and external business contacts
- Demonstrate the highest degree of confidentiality, integrity, and professionalism
- Flexible approach with a "can do" attitude and a willingness to embrace new challenges
- Flexibility to work with transatlantic commitments

About Aimmune Therapeutics, Inc.

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug, AR101 for peanut allergy, is in Phase 3 clinical testing in North America and Europe. The company also plans to begin clinical testing of its investigational drugs for egg allergy and walnut allergy. Headquartered in Brisbane, California – the heart of San Francisco's biotechnology hub – Aimmune has additional offices in the Kings Cross area of London and in Raleigh, North Carolina.

Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources (careers@aimmune.com) with the job title in the subject line.

Aimmune Therapeutics is an Equal Opportunity Employer.
Principals only; no recruiters please.