



HR Recruiting Coordinator

- **About us**

Advanced Accelerator Applications (AAA) is an innovative radiopharmaceutical company that develops, produces and commercializes Molecular Nuclear Medicine (MNM) products. AAA's lead therapeutic product candidate, Lutathera®, is a novel MNM compound that AAA is currently developing for the treatment of neuroendocrine tumors, a significant unmet medical need. Founded in 2002, AAA has its headquarters in Saint-Genis-Pouilly, France. AAA currently has 22 production and R&D facilities able to manufacture both diagnostics and therapeutic MNM products, and has over 500 employees in 13 countries (France, Italy, UK, Germany, Switzerland, Spain, Poland, Portugal, The Netherlands, Belgium, Israel, U.S. and Canada). AAA reported sales of €88.6 million in 2015 (+27% vs. 2014) and sales of €81.3 million for the first 9 months of 2016 (+23% vs. 9 months 2015). AAA is listed on the Nasdaq Global Select Market under the ticker "AAAP".

We are currently looking for an **HR/Recruiting Coordinator** to join our global team. This is an outstanding career opportunity for a self-driven, proactive, adaptable individual with a strong ability to process a high volume of new information and learn quickly.

The HR/Recruiting Coordinator will be providing support within a full recruitment cycle and assisting the HR Director with special projects.

Primary Responsibilities:

- Writing and posting job descriptions
 - Screening high volume of resumes
 - Scheduling candidate interviews
 - Conducting phone screens
 - Drafting offer letters and processing new hire paperwork
 - HRIS data management
 - Managing the onboarding process ensuring all necessary actions are taken prior to the new hire start date
 - Participating in the development and implementation of new HR processes
 - Maintain HR metrics related to staffing, terminations, compensation, etc.
 - Assisting with annual HR programs such as benefits open enrollment, stock option allocation, performance reviews, etc.
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Skills & Qualifications:

- 2-3 years of experience in Recruitment and/or HR Operations
- Ability to handle a large volume of varied tasks/data
- Ability to support company-wide talent initiatives with excellence in a fast paced, global corporate environment
- Highly adaptable fast learner
- Strong communication and relationship building skills
- Strong achievement drive
- Exceptional organizational and time management skills
- Bachelor's degree

Submission of your application:

Please send your application via email to Recruitment-US-com@adacap.com. Your application

shall include all the information you consider relevant, and at a minimum, your personal data, education, employment history and details on your current position and salary as well as your salary expectations for this position.

Please note that we will only reply to candidates that we wish to bring to interview stage.
