



Trophic Communications

Human Resources and Operations Manager (m/f/d) full or part-time

Location: Munich, Germany

Are you passionate about creating seamless operations and fostering a thriving workplace culture? Join **Trophic Communications**, Europe's premier strategic communications and investor relations advisory for the biotech industry. We are expanding our operations team and seeking a dynamic **Human Resources and Operations Manager** to drive organizational efficiency, support our talented team, and contribute to our mission of shaping impactful corporate stories for life sciences companies.

About Us

Trophic Communications serves as a strategic partner for biotech and life sciences companies, offering unparalleled expertise at the intersection of science, business, and communications. Our award-winning team works with start-ups, publicly listed companies, and everything in between, creating meaningful narratives that resonate with stakeholders across the globe.

Your Responsibilities

As the **Human Resources and Operations Manager**, you will play a pivotal role in ensuring smooth day-to-day operations. Your key responsibilities include:

Human Resources Management

- Collaborate with the Managing Director of Operations to oversee recruitment, onboarding, and employee lifecycle processes.
- Maintain and manage the vacation calendar, staffing schedules, and team capacity planning.
- Plan and execute internal team-building events and initiatives to foster a positive work environment.
- Be a resource to the team and provide guidance and counsel

Coordination with IT and Data Security Providers

- Act as the primary contact for our external IT service provider, ensuring timely resolution of technical issues.
- Monitor IT processes, software updates, and security protocols to maintain a secure and efficient workplace.

Administrative and Operational Support

- Manage office supplies and oversee the procurement process to support team efficiency.
- Handle receipts, expense reports, and administrative tasks to ensure smooth operations.
- Take full ownership of back-office support functions, ensuring seamless coordination of administrative tasks, and efficiently managing all aspects related to office space operations to maintain a productive and well-organized work environment.
- Organize internal meetings and events, maintaining high standards of coordination and communication.

What We're Looking For

We're searching for a proactive, detail-oriented professional with:

- A university degree or equivalent experience, ideally in business administration, HR, or a related field.
- Strong organizational and multitasking skills with an ability to prioritize under pressure.
- Excellent interpersonal skills, with a collaborative and solution-oriented mindset.
- Familiarity with IT coordination and a general understanding of data security principles.
- Proficiency in Microsoft Office and comfort working with digital tools.
- Fluency in written and spoken English and German.

Why Join Us?

At Tropic Communications, we offer:

- A collaborative team environment in the heart of Munich.
- Flexible working hours with remote work options.
- An annual public transport ticket (MVV) to support sustainable commuting.
- Free drinks, snacks, and monthly team get-togethers.
- Professional development programs and opportunities to grow within a dynamic industry.

How to Apply

Send your CV and cover letter (in English), including your earliest possible starting date, salary expectations and preferred working hours to **Florence Roters** at **careers@trophic.eu**.

Join us at Tropic Communications and be part of a team shaping the future of biotech communications!