

**Introduction:**

Pharming Group N.V. develops innovative protein therapeutics for the treatment of genetic disorders. The company is poised for further scientific, technological and new product development and additional commercial roll-outs. The company is small (approx. 180 employees, based internationally) and growing quickly. As a result of this growth, we are looking for a:

## Recruitment assistant

**Overall purpose of the job:**

The Recruitment assistant will actively support and assist to further develop the Recruitment department within Pharming. This position is responsible for providing an excellent recruitment/onboarding experience (and therefore a positive first impression of Pharming) to potential talent and key internal stakeholders (such as HR and hiring managers), while supporting the Manager Recruitment in the recruitment, selection, hiring and onboarding of talent.

**Main duties and responsibilities:**

- Database management: accurately maintaining and updating the internal files of candidates, job postings etc.;
- Place job adverts on different online websites;
- Execute a variety of candidate searches on the internet;
- Screening of candidate CV's;
- Schedule job interviews and update hiring managers;
- Collaborate in employer branding projects (visiting career fairs, campus recruitment etc.);
- Send out internal monthly recruitment newsletter;
- Welcome candidates for interviews;
- Maintain contact with external suppliers;

**Qualifications:**

- Minimally a Bachelor degree looking for a nice starters opportunity preferably with a background in Life Sciences;

**Skills:**

- Excellent knowledge of English and Dutch
- Strong MS Office skills
- Social, positive mindset and great communication and presentation skills (verbal and written)
- Energetic and confident
- Self-starting and creative
- Hard-working, flexible and a team player
- Quality minded, first time right attitude

Are you interested? Please e-mail your CV and letter of motivation to: [vacatures@pharming.com](mailto:vacatures@pharming.com).