



Telix Pharmaceuticals Limited
ACN 616 620 369
Suite 401, 55 Flemington Road
North Melbourne
Victoria, 3051
Australia

Job Description: People & Culture Coordinator - APAC

Type: Full Time

Location: Melbourne

Date: Start January 2022

About Telix Pharmaceuticals Limited

Telix Pharmaceuticals Limited ("Telix", the "Company") is an Australian public Company (ASX:TLX) headquartered in Melbourne with operations in Europe, the US and Japan. Our mission is to be a leading, global biopharmaceutical Company in the field of "theranostic" radiopharmaceuticals and the Company is currently developing a mid-late stage pipeline of products in oncology and rare diseases.

About the Role

This is a newly created role borne out of growth at Telix. This position will be a key part of a high performing, engaged and supportive People and Culture team. This is a permanent opportunity ideal for someone looking to further their career in Human Resources. The incumbent will provide operational and administrative support throughout the employee lifecycle with a focus on onboarding, employee movements, wellbeing and benefits, performance reviews, employee engagement, reporting and People and Culture projects.

About You

You are ideally Melbourne-based and hold tertiary qualifications in HR/Business Management or equivalent. You're a confident communicator (written and verbal) and have strong proficiency across the Microsoft office suite. You have some HR administration experience and ideally, have used HRIS or other people systems.

You possess a growth mindset and commitment to continuous improvement and learning. You enjoy a dynamic work environment and are action-orientated: you like to make things happen! Above all, you are passionate about your work and committed to Telix's mission.

Please note that this role will support global initiatives so a willingness to work collaboratively with global team members across multiple time zones is important.

Why work at Telix?

We are a dynamic, fast-growing biopharmaceutical company where employees have a shared purpose: to help people with cancer and rare diseases live longer, better quality lives. This is an exciting time for Telix and we are looking for like-minded, passionate professionals to join us on the journey.

No agency submissions will be considered for this role.