



SEARCH SOLUTIONS

I-Talent Gagnon & Partners are search and recruitment experts for Executives, Managers and Technical Specialists positions.

We are recruiting, on behalf of our client, a global company, a highly motivated and talented:

GLOBAL HR PROJECT MANAGER (M/F)

Mission

The HR Project Manager will partner closely with the HR Business Partners in Corporate Functions to develop and implement HR programs, initiatives and communications aligned to the business vision and strategy. Reporting directly to the Head of HR, this person will have direct accountability to business client groups for the facilitation and delivery of HR commitments in the areas of: Leadership & Management Development, Change Management, Organizational Effectiveness, Culture, and Rewards.

The HR Project Manager will partner closely with all parts of HR including: Recruitment, Relocation, Mobility and Onboarding activities, Employee Relations, Total Rewards, Payroll, Learning & Organizational Development, HR Data Management, on a local and international scale.

Essential duties and responsibilities include:

- Provide overall Human Resources responsibility for project management including staffing, training, leadership/employee development and coaching, career planning, workforce development, performance management, salary planning, talent development, succession planning, employee relations and overall human resource compliance.
- Act as the Key HR focal point for all HR project management queries and information locally and within affiliates.
- Lead initiatives and ensure coordination to drive organizational effectiveness, talent development and growth for operations across the sites to meet objectives and time deadlines.
- Clearly define and communicate project objectives and success metrics, plan project deliverables with all impacted parties and oversee the execution of the overall plan.
- Maintains an effective level of business literacy about the business goals and culture as it relates to company's overall business strategies.
- Conducts periodic audits of HR initiatives and fine tunes implementation to ensure key deliverables are met.
- Develops, implements and maintains key reporting tools on assigned projects.
- Ensures all aspects of the project(s) including but not limited to planning, risk management, key controls, reporting, vendor selection and expense/budget reporting are performed in accordance with applicable policies and related regulatory requirements.

Job Requirements

- University degree/ MBA or graduate level degree in Human Resources desired.
- +10 years of HR management experience including 2-3 yrs managing HR projects within an **international bio/pharmaceutical group**.
- Experience in managing long term projects with demonstrated skills in complex, matrix-supported project management required.
- Ability to balance workload under deadlines with changing priorities in a dynamic and evolving organization required.
- Strong, effective written and oral presentation skills required.
- Excellent organizational skills required, with the ability to work both independently and collaboratively.
- The successful candidate must have sound judgment, with an open and collaborative style that encourages teamwork and cooperation.
- Be able to think and act strategically, while also be willing to "roll up sleeves" for all HR functions.
- English fluency; German/Swiss German (strong asset).
- Proficiency in MS Office suite tools is required and MS Project.
- Willing to travel.

**Please apply on: recruitment@i-talent.com
together with your CV and motivation letter. Thank you.**

Only applications via this e-mail will be considered for this recruitment. If you don't receive a reply to your application within 2 weeks, please consider that your file has not been shortlisted.