



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 healthcare industry, a highly motivated and talented:

Human Resources Lead (M/F)

Mission

We are seeking an exceptional talent for the HR and Talent Acquisition team of our client. The HR Lead will be responsible for all aspects of HR including payroll, benefits, compensation, employee relations, performance management, etc. We believe that this fast-growing company, with high demands, will provide a unique opportunity to assist in building a respected local and international presence.

The Human Resources Lead is directly responsible for the overall administration, evaluation, and operations of the human resources function.

Main responsibilities

- Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Develop appropriate policies and programs for effective management of the human capital. This is inclusive of an employee handbook.
- Identify a local payroll provider and process monthly payroll.
- Administer all benefit programs including pension scheme and social insurance programs.
- Translate the strategic and tactical business plans into HR strategic and operations plans.
- Develop, implement and enforce human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the company. In particular, manage the human resources information systems and necessary reports for critical analyses of the HR function and the people resources of the corporation.
- Oversee new employee on-boarding, including conducting orientation.

- Handle employee relations matters including counseling, dispute resolution and responding to complaints and harassment allegations. Conduct exit interviews and maintain data to be shared with management in a confidential manner.
- Establish and maintain performance management process and system.
- Coordinate and communicate with the Finance Department all information for new hires, benefit election changes, salary changes and other employee information affecting payroll.
- Oversee annual compensation process.

Requirements

We are looking for a top quality individual with the following characteristics:

- Human resources capacity.
 - Communication proficiency.
 - Business acumen.
 - Strategic thinking.
 - Problem solving/analysis.
 - Willing to roll up your sleeves to get the job done.
 - Self-starter.
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- Bachelor's degree or equivalent.
 - 10-15 years' related experience.
 - Appropriate industry experience.
 - Proven ability to manage multiple projects/tasks at one time.
 - Excellent written and oral communication skills.
 - English required, German knowledge preferred.

**Please apply on: recrutement@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.