

## HR MANAGER

Zentiva Romania – Industrial Division - is looking for an experienced HR Manager, with minimum 5 years of progressive HR experience in Industrial environment

### **MISSION:**

Creates, manages and be responsible for HR at Zentiva manufacturing sites in accordance with the Romanian legislation and internal company policies, to ensure effective functioning according to the company's needs and goals in such a way that company's vision and strategy are fulfilled and operational and financial performance is at expected level.

We will contact only the suitable candidates for this position

### **KEY REPONSABILITIES :**

- The job holder will work as a HR Business Partner with the leadership team within the Site, to translate the current business challenges into HR plans and to implement those plans with the support of the plant and HR organisation at Zentiva level, contributing to the strategy to grow the business and #helpZentivawin
- Assure that all the HR activities are fulfilling the legal requirements, Internal Regulation and the unit's Collective Labour Contract;
- Organizing, coordinating and monitoring the characteristic activities of the HR Department;
- Innovate and Change Encourage by developing new and effective solutions, giving space to engage others, being flexible towards change and helping others to adapt to changes
- Designs strategy and methodology for recruitment and selection of employees and their adaptation. Responsible for filling the org structure in accordance with the company needs. Ensures that employees' qualifications meets requirements,
- Creates, sets & implements performance and talent management system in line with Zentiva group guideline
- Act as change agent, promoting an empowered and motivated workforce;
- Proposing and Implementing the action required in building and maintaining the employer brand; Prepares employees for assignments by establishing and conducting orientation and training programs;
- Track and define action to improve respective HR KPIs such as but not limited to staffing , turnover, absenteeism, recruitment Managing the recruitment budgets, training or other project-based budgets in HR area;
- Participating in the Negotiation process of the Collective Labor Contract and maintain good relationship with the Union partner

### **Requests:**

- Experience of minimum 5 years in HR management positions (multinational industrial environment);
- Bachelor's degree in Human Resources or related field;
- Expertise in compensation and benefits policies
- Proficiency in English and MS Office tools
- High level of business acumen – able to use knowledge of their organisation's internal and external environment and process to drive improvement
- HR Operational Excellence – up to date knowledge of best practice HR processes and practices including the area of talent management and development



- Outstanding communication and interpersonal skills;
- Entrepreneurial and growth mindset and change management proven abilities
- Integration of different other organization - is a plus
- Analytical skills and data analysis experience
- Pro activity, result and client-oriented person
- Good organizational, ethics and time-management skills.
- Experience of working in a matrix environment would be an advantage
- Strong evidence of personal development and continuous learning

Please send your application to [roxana.dragomirescu@zentiva.com](mailto:roxana.dragomirescu@zentiva.com).

Application deadline: August 10<sup>th</sup>, 2020