

Human Resources Business Partner (w/m)

Sintra, Portugal

Company description

Labatec Pharma is a Swiss pharmaceuticals company backed by more than 50 years' experience in proposing high-quality products to its home market. Our strategy is to continuously extend our drugs portfolio, focus on injectable generics for the hospital market, as well as grow multi-market.

Purpose and scope

The HRBP will work closely with the business and global HR to implement the HR function into Labatec's new manufacturing site.

Ensures compliance with all relevant laws, regulations, policies, and practices.

Key responsibilities and accountabilities

At local level:

- Manage recruitment and talent acquisition processes
- Define the hiring strategies together with the hiring line managers, screen and select candidates, handle job offers
- Support line management in forecasting and planning the talent pipeline requirements in line with the function/business strategy
- Implement appropriate learning interventions while accounting for learning principles and theories and manage on-going delivery
- Maintain the HR software up to date
- Improve and enforce policies related to all aspects of personnel activities
- Manage the on-boarding program for all new joiners
- Drive the people processes (performance, development, and career) to ensure that employees' level of performance and capabilities meet current and future standards
- Manage specific projects as determined in the annual HR operational plan as well as participating in functional and cross-functional initiatives
- Implement HR policies and to ensure that all decisions are fair and objective
- Provide expert advice and coaching to employees where appropriate
- Contribute to the annual budget process covering all HR items (compensation and benefits, training, recruitment)

At global level,

- Contribute to the HR global processes design, development and implementation in strong collaboration with the head of HR including career path,
- Continuously participate in the optimization of global HR tools and Processes.
- Manage the Global internal communication via the development and implementation of the Labatec Newsletter

This full-time role will require 10% to 20% travel.

Professional skills and experience

- Excellent relationship building and communication skills with employees of all levels.
- Ability to multi-task, effectively deal with ambiguity, and challenge status quo
- Ability to positively challenge and influence managers within the business and partner them in delivering business results.
- Proven ability to drive things through completion, be proactive and innovative
- Expertise in Portuguese Employment law Labor law and regulations
- Agile and flexible with a flair for value-add project work outside of business as usual.
- Ability to quickly acquire an understanding of the business in order to build credibility with managers and leaders and contribute to business discussions.
- Strong organizational and planning skills; able to multi-task and work under pressure remaining professional and calm.
- Professional and engaging manner. Empathy yet resilience under assertive challenge.
- Humility and the ability to remain grounded, see things from others point of view and roll your sleeves up as and when required to support colleagues in meeting their commitments.
- Computer and software usage literate
- Team player

Education / Languages

- Bachelor or equivalent college degree in human resources, social sciences, psychology or equivalent experience
- At least 5 years of experience as HR generalist in an international environment or experience in the pharmaceutical industry
- Fluent in Portuguese and English, French is a plus

Please send your application to: [Careers/PT/HRBP](#)