



HR Business Partner - Industrial Operations

Key accountabilities:

- Acts as a business partner, offering all the necessary support and human resources expertise to managers and employees;
- Implements HR strategy, programs and processes within the assigned internal customer group;
- Provides support to managers in the following areas: Recruitment, Talent and Development Management, Performance Management, Organizational Culture and Employee Engagement and Personnel Management;
- Provides guidance and input on departments structure, workforce planning and succession planning;
- Deals with complex employee relations issues;
- Talent Acquisition: responsible for collecting recruiting needs from local business representatives, manage and follow-up on job postings/head-hunters, participate actively in the selection process, and prepare job offers;
- Onboarding: responsible to set up the entry workflow, together with local HR team& business managers;
- Performance & Talent Management: manage the performance cycle and implement the career and development review process, together with the managers; responsible for consolidating both the performance evaluations and development plans;
- Learning & Development: responsible for planning and organizing trainings/programs at local level;
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs and policies;
- Works closely with management and employees to improve work relationships and increase productivity and retention.

Job requirements:

- Education: University degree;
- Experience: 3 year experience in a similar position;
- Knowledge:
 - Strong knowledge of HR processes: Recruitment, Talent and Development Management, Performance Management, Organizational Culture and Employee Engagement;
 - Demonstrates good English language skills;





- Proficient with Microsoft Office Suite or related software.
- Skills & characteristics:
 - Strong verbal and written communication skills;
 - Strong interpersonal and customer service skills;
 - Very good organizational skills;
 - Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies;
 - Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors;
 - Strong analytical and problem-solving skills;
 - Optimization mind set;
 - Capable to build relationships across departments and functions;
 - Ability to constantly self-challenge and challenge others in a constructive way;
 - Capacity to perform highly both individually and within a team.

Please send your application or recommendations to cariereromania@zentiva.com, until **15th of September 2021 included**.

