

[**Career In Progress**](http://careerinprogress.gr/), is a Career Management & Recruiting Company that offers boutique services for businesses across Greece**.**

On behalf of our Partner, a Pharmaceutical Company based in **Athens** is currently seeking an experienced **HR Manager** to be responsible for the full scope of employee life-cycle generalist duties.

**Our Client:**

Serving medical science with passion, creativity and ethos & putting human life as top priority, our client is operating for more than 55 Years in the Pharmaceutical sector; becoming a thought leader by cherishing hard work & integrity.

The main **responsibilities** of this role will be to:

* Proactively participate in and monitor all HR activities related to benefits, compensation, staffing and employee relations - evaluating the effectiveness of current activity and implementing necessary changes
* Be heavily involved in the recruiting process; performing interview activities and assisting managers with selection
* Provide HR support throughout the employee life cycle, including initiating and monitoring onboarding, performance reviews and providing employee relations guidance
* Understand the pulse of the organization and be a source of guidance for our employees
* Design initiatives that promote positive work environment and collaborative culture
* Implement sourcing strategies that provide a qualified and diverse candidate pool through networking, referrals, job postings and direct sourcing for passive talent;
* Partner with senior management to resolve internal employee issues

**Qualifications include:**

* Bachelor’s degree in Human Resources or related field of study
* **Minimum 5 years’ experience in HR generalist roles, specifically in a manufacturing or pharmaceutical environment**
* Experience with a multi-site HR role and ability to provide direct leadership across the entire spectrum of HR service needs
* Strong knowledge of employment laws and regulations
* Must possess professional written and verbal communication, along with excellent interpersonal skills to develop relationships with management and employees
* Ability to motivate, inspire confidence, produce quality work within tight timeframes and simultaneously manage several projects.
* Proven ability to work as a team player

**Benefits, Growth Opportunities & Other Information**

* Benefits include: Competitive Pay Based on Experience and strong opportunity to Grow

Please send your **CV strictly in English** at **jobs@careerinprogress.gr**, quoting reference: **(HR\_Manager)**