

## **HR Manager**

**Contract Type:** Fixed Term Contract

**Contract Duration:** 6 Months

**Work Pattern:** Monday – Friday, 40 Hours Full Time (but will also consider part time applications)

**Location:** Leipzig Head Office

**Salary:** circa €50k per year

**Start Date:** Immediate

**Additional Benefits:** 30 days annual leave per year plus bank holidays, half day additional holiday on Christmas Eve and New Year's Eve, birthday gift, spot bonus scheme, complimentary tea, coffee, and spring water, fruit baskets at all our sites, contributions towards retirement plans (after 2 years employment), Christmas party and treats, great working environment, excellent training and development opportunities and flexible working availability.

### **Introduction**

**We are currently looking to recruit an enthusiastic HR Manager on a 6 month contract, based at our German Head Office in Leipzig.**

This exciting, challenging and diverse role will be responsible for leading and developing the HR service to the German business; implementing efficient and effective processes for all operational HR services as well as being the key contact and point of escalation for our people.

The successful candidate will be responsible for the quality, speed and accuracy of all the deliverables, data and information originating from the German HR team and will ensure that objectives are met and exceeded.

Working closely with the HR Director, Western Europe, and the German Management team, this individual will drive continuous improvement in order to sustain a highly engaged workforce to enhance our people offering across the region.

### **The Role**

The main areas of responsibility include:

- Running the day to day HR operations within the German business.
- Overseeing HR Operational processes for the full employee lifecycle from onboarding to leavers.
- Ensuring continuous improvement within HR operations - suggesting new ideas to streamline processes making it an enjoyable experience for managers and employees.
- Being involved in country, regional and global HR projects.
- Responsible for managing all employee relations issues within the UK.
- Ensure HR employee data held electronically and physically remains accurate and up to date.
- Provide accurate and timely HR reporting as required identifying trends, and making recommendations for improvements.
- Ensure monthly payrolls are completed to deadlines, with robust and efficient processes and minimal errors – working closely with our external payroll provider.
- Responsible for all reward and recognition administration and the management, engagement of initiatives.
- Exemplify our four core principles (Solutions-Orientated, Accountability, Value Creators, and Expedited Excellence) in all aspects of work, championing them within the business.

## **The Person**

To be considered for this exciting opportunity you will have:

### *Knowledge, Skills and Experience*

- Experience managing HR Operations in a medium sized business (80+ employees)
- Experience working as a HR Generalist with a good understanding in all areas of HR
- Knowledge of German employment law and German HR best practice
- Able to work independently and also as part of a team.
- Hands-on experience in dealing with a variety of employee relations matters ranging in complexity
- Experience of working with all levels within the business
- A good understanding of German payroll activities
- Fluent English and German language skills
- Excellent knowledge of using and maintaining HR Systems as well as reporting and presenting HR data
- Excellent IT skills with strong abilities in Microsoft Excel, Word, Outlook and PowerPoint.
- Proven analytical and problem-solving abilities
- Excellent interpersonal, verbal and written communication skills

**Interested? Great, please apply by the closing date of Friday 10<sup>th</sup> May by sending your CV & salary expectations to [karriere@synexus.com](mailto:karriere@synexus.com)**

**Synexus is an Affirmative Action and Equal Opportunity Employer.**

## **About The Company**

**"Our Dedicated Research Sites are where high quality staff engagement and top of the class facilities meet with the client expectation for fast enrolment and delivery."**

### **Dr Radosław Janiak (President & COO)**

Our success is based on a simple, but crucial, principle. We place people at the heart of everything we do. Synexus is a world class Site Network Organisation with global expertise spanning patient recruitment & retention, trial planning and management.

We recruit and retain more engaged patients, at fewer sites, and in less time than traditional centres, enhancing the quality and efficiency of our customers' drug development programmes.

Synexus Clinical Research GmbH, Johannisplatz 1, 04103 Leipzig



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