

## **Human Resources Manager – Talent, Performance and Development**

KD Pharma Group is a medium-sized, internationally active company with headquarters in Lugano, Switzerland, and specialized in the manufacture of customized products that meet the diverse needs of the global market. KD Pharma Group is one of the few companies in the world that offers concentrates with a purity of up to 99.5 %. This is achieved by focusing solely on research and technology development for omega-3 fatty acids. This enables KD Pharma Group to provide tailor-made solutions that enable each customer to differentiate itself from its competitors in the global marketplace.

To strengthen our team in one of our Business Unit, KD Nutra, specialized in Finished Dosage Products, we are looking for a **Human Resources Manager – Talent, Performance and Development based out in Miami**, with immediate effect.

Human Resources Manager - Talent, Performance, and Development will play a crucial role in managing and developing our talent, overseeing performance management processes, and fostering employee development. This position requires a strategic thinker with excellent interpersonal skills and a deep understanding of HR best practices.

### **Your duties:**

- Develop and implement talent acquisition strategies to attract and retain high-performing employees.
- Oversee the recruitment and selection process, ensuring a diverse and inclusive workforce.
- Collaborate as a Business Partner with department heads to identify current and future staffing needs.
- Manage employee onboarding and orientation programs to ensure a smooth transition for new hires.
- Implement performance management systems that aligns with organizational goals and objectives.
- Conduct regular performance evaluations and provide feedback to employees and managers.
- Develop performance improvement plans and provide coaching to underperforming employees.
- Analyze performance metrics and recommend strategies to enhance productivity and employee engagement.
- Create and manage training and development programs to enhance employee skills and career growth.
- Identify development needs through performance reviews and career pathing discussions.
- Promote a culture of continuous learning and professional development.
- Facilitate leadership development programs and succession planning initiatives.

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Monitor HR metrics and develop reports to track the effectiveness of HR programs.
- Ensure compliance with all employment laws and regulations.
- Foster a positive and inclusive workplace culture.
- Address employee concerns and resolve conflicts in a fair and timely manner.
- Conduct investigations and manage disciplinary actions as needed.
- Promote employee well-being through various engagement and wellness programs.
- Act as HR Business Partner and provide guidance and support to managers and employees on HR-related issues.
- Participate and or lead Global HR projects on organization and People Development

**Work experience and skills requirements:**

- Bachelor's degree in human resources, Business Administration, or a related field or comparable study with initial practical experience in controlling.
  - Minimum of 5 years of experience in HR management, with a focus on talent management, performance management, and employee development.
  - Strong knowledge of HR best practices, employment laws, and regulations.
  - Excellent interpersonal, communication, and negotiation skills.
  - Proven ability to develop and implement effective HR strategies.
  - Strong analytical and problem-solving abilities.
  - Exceptional knowledge of Windows, Word and Excel and Power Point.
  - Effective communication in English written and oral.
  - Ability to multitask, prioritize tasks, and work effectively in a challenging environment.
  - Good Interpersonal skills.

**Your benefits:**

A varied, versatile and challenging position with a high degree of personal responsibility. Your induction will take place "on the job" in a committed and competent team.

Individual career and development opportunities in an internationally operating company.

- Flexible working hours
- Attractive remuneration with additional benefits

**Place of work:** Miami, USA  
**Start of employment:** immediately  
**Working hours:** Full-time /40 hours a week  
**Reporting line:** HR Director

Please send your application to: [kdnutra.hr@kdpharmagroup.com](mailto:kdnutra.hr@kdpharmagroup.com)