

**Biomapas** is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

**Biomapas** is looking for a leader to join our group of companies as **Human Resources Director** with goal globally promote corporate values and enable business success through job design, recruitment, performance management, training & development, employment cycle changes and talent management.

**Role responsibilities:**

- Develop and implement HR strategy and initiatives aligned with the Company strategy;
- Develop and implement HR procedures and processes;
- Support current and future business needs through the development, engagement and motivation of Company personnel;
- Support management by providing human resources advice, counsel and decisions, analyzing information;
- Manage the recruitment and selection process: maintain recruitment database; profile screening, interviewing, testing, and reference checking;
- Create strong employer branding in the market;
- Support the employee onboarding and induction process;
- Oversee and manage a performance appraisal system that drives high performance, maintain benefits program;
- Assess training needs to apply and monitor training programs;
- Ensure legal compliance.

**Role requirements:**

- University degree;
- Experience working in HR area at International Company;
- Experience in managing team either directly or matrix;
- Experience in establishment, supervision, execution of Performance Management system;
- Experience in development and execution of HR policy;
- Experience and broad knowledge of Employment Law and practices, compensation, organizational planning, organization development, safety, training and development;
- Ability to architect strategy along with leadership skills;
- Excellent interpersonal, active listening, negotiation and presentation skills;
- Fluent English. Knowledge of Russian would be an advantage;
- People oriented and results driven.

In Biomapas you will find supportive work environment with guarantee for professional and personal development, as well as competitive salary and benefits and many more initiatives that will make your daily office life comfortable.

Please apply to [cv@biomapas.com](mailto:cv@biomapas.com)

**Be kindly informed that only selected candidates will be contacted.**