**HR SPECIALIST**

***About us***

Based in Parma, Italy, **Chiesi** is an **international research-focused pharmaceutical and healthcare group** with over 85 years’ experience, operating in 30 countries with more than 6,000 employees. To achieve its mission of improving people’s quality of life by acting responsibly towards society and the environment, the Group researches, develops and markets innovative drugs in its three therapeutic areas: **AIR** (products and services that promote respiration, from newborns to adults), **RARE** (treatment for patients with rare and ultra-rare diseases) and **CARE** (products and services that support special care and consumer-facing self-care).

We are proud to be the largest global pharmaceutical group to be awarded **B Corp Certification**, a recognition of **high social and environmental standards**. We are a **reliable** company that adopts and promotes a **transparent and ethical behavior** at all levels. Our values are reinforced by our B Corp and Benefit Corporation status. We believe that the success of Chiesi is built and shaped by our people and our strong set of shared Values and Behaviors. Our people make a critical difference to our success, which is why it is vital that we attract and retain the right talent who will continue to enrich our culture by living and breathing our values and behaviors.

We are committed to embrace **diversity, inclusion and equal opportunities**. In fact, we are a global family made up of different cultures, genders, generations, ethnicities, abilities, sexual identities and many other enriching diversities.

***The opportunity***

In partnership with Business France, the V.I.E. program is an opportunity for young graduates from the European Economic Area, under the age of 28, to go beyond borders and experience a full-time responsibility working for Chiesi while discovering new cultures and languages.

The International Volunteer will have the opportunity to join Chiesi **Global HR Department** and live an HR Experience in the Headquarter of a multinational pharmaceutical company, working side by side with the Strategic HR Business Partner for Corporate Functions.

Under her supervision, over the time he/she will become fully accountable and autonomous for the assigned activities, as employee relations, recruiting, hiring & onboarding, compensation, people development, performance management.

***Main activities***

* Support the execution of core HR processes across the areas, such as Performance Management, People Development, Salary Review etc. Monitor and report progresses, train and coach managers and employees, gather lessons learnt and suggest possible improvements.
* Liaise with managers and employees to define & follow up on professional development activities, making sure that such activities reflect the outcomes of the Talent Management process.
* Support the recruiting process for Corporate Functions roles (definition of the profile, interviews, debrief with line managers).
* Support the hiring and onboarding process (data entry, contract management, communication with the new hired, support to the line manager to define the onboarding plan, monitor the onboarding period and successful completion of probation period).
* Support employees for daily queries on HR processes / policies / personal needs.

**Level of education:** Master’s Degree in Economics, Law, Psychology.

**Level of experience**: at least 1 year in a similar position

**Knowledge/skills: Passion for HR topics and passion for people!**

**A previous experience in an HR function of a Multinational Company would be a plus.**

**Languages:** English (fluent); Italian (fluent)

**Type of contract**: VIE

**Place of work**: Parma (Italy)