

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as:

Talent Acquisition Partner 60-80%

Location: Pratteln, Switzerland (Hybrid)

Duration: 6 months' contract, with the possibility of extension

Work Penum: 60-80%

Scope of Work

As a Talent Acquisition Partner, you will be responsible for managing recruitment activities across Switzerland and the EU. The role includes providing strategic guidance to hiring managers throughout the full recruitment lifecycle, from job scoping, selecting and interviewing candidates to coordinating onboarding. Reporting to the Global Head People & Culture, this position involves close collaboration with cross-functional teams and participation in broader People & Culture (P&C) initiatives related to talent acquisition and employee experience.

Key Responsibilities

- End-to-end recruitment: Manage the full recruitment cycle, including job scoping, advertising, application screening, interviewing, and offer management
- Strategic partnership: Advise line managers and senior leaders on talent acquisition strategies, job descriptions, and market insights
- Talent sourcing: Actively identify and engage potential candidates through platforms like LinkedIn Recruiter and other sourcing channels as needed
- System management: Serve as an experienced LinkedIn Recruiter user, ideally with administrative capabilities
- Cross-functional collaboration: Partner closely with Legal, Finance, IT, and Office Management to ensure smooth hiring processes
- Agency management: Liaise with external recruitment partners, manage contracts, and ensure alignment with internal hiring needs and standards
- International recruitment: Lead hiring activities across Switzerland and the EU, ensuring compliance with local labour laws and company policies
- Onboarding support: Coordinate and support onboarding activities for new joiners to ensure a seamless transition into the organization
- People & Culture initiatives: Contribute to broader P&C projects such as events, compensation & benefits programs, and employer branding

Required Qualifications & Experience

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field
- Minimum of 5 years of in-house recruitment experience, ideally in a Talent Acquisition Partner/Manager or similar role
- At least 3 years of experience in the life sciences industry (e.g., pharma, biotech, or medical devices)
- High proficiency in MS Office; experience with SharePoint is a plus
- Strong expertise in LinkedIn Recruiter; experience as an Admin user is preferred
- Experience with Compensation & Benefits tools (e.g., Aon, Towers Watson, Mercer) is an advantage
- Demonstrated ability in active sourcing and building diverse candidate pipelines
- Experience collaborating with external recruitment agencies and managing related contracts
- Fluent in English, additional European languages are a plus
- Experience in onboarding processes or HR project participation is an advantage

Required Competencies & Skills

- Proven experience working in international, high-growth, and fast-paced environments
- Excellent communication, interpersonal, and networking skills
- Proactive, resilient, and self-motivated, with a solution-oriented mindset
- Strong planning and organizational skills, with the ability to manage multiple priorities effectively
- Ability to work independently and collaboratively within a matrix organization
- Comfortable working in an environment of ambiguity
- Strategic mindset combined with a hands-on approach

For this position, the relevant working/residency permit or Swiss/EU-Citizenship is required.

If you are interested in a multicultural, challenging, and innovative working environment and your profile matches our requirements, we are looking forward to receiving your online application in English via LinkedIn or email, at career@santhera.com

Note for agencies: Recruitment agencies are kindly invited to refrain from sending unsolicited CVs to Santhera.