

## Vice President Human Resources

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

**Job title:** Vice President Human Resources **Reports to the:** CEO

**Activity rate:** 50%

**Type of contract:** Permanent

**Start date:** 01.05.2021

**Duration:** Indeterminate

### About our company

Lunaphore Technologies is a young scale-up active in the Life Sciences field developing products based on a microfluidic technology to analyze tissue samples in immuno-oncology research. Lunaphore is seeking a highly motivated candidate to join our team and contribute directly to the development and growth of the company.

### Job overview

We are looking for an experienced Human Resources professional to provide executive-level leadership and guidance to Lunaphore. The Vice President Human Resources is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals.

### Responsibilities and duties

- Collaborates with executive leadership to define the organizations long-term mission and goals; identifies ways to support this mission through talent management.
- Identifies key performance indicators for the organization's human resource and talent management functions; assesses the organizations success and market competitiveness based on these metrics.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Provides guidance and leadership to the company on all HR matters; assists with resolution of human resource, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.

- Drafts and implements the organizations staffing budget, and the budget for the human resource department.
- Participates in professional development and networking conferences and events.
- Performs other duties as assigned.

### Required qualifications

- A validated experience of 8-10 years in a similar position.
- Certified qualifications in the field of Human Resources Management or degree in Business Administration.
- Thorough knowledge of employment-related laws and regulations (domestic is a must, international is a strong plus).
- Leadership experience in human resources is a very strong plus.
- Excellent command of English. Fluency in French is a plus.

### Required soft skills

- Excellent verbal and written communication skills.
- Excellent interpersonal skills and empathy.
- Ability to assess new problems, analysis and bring solutions to the organization
- Strong supervisory and leadership skills.
- Awareness of relevant social, political and professional trends and developments, and using this information for the organization's benefit.
- Capacity to adapt in a constantly changing environment.

### We offer

- A young and strong-growing high-tech company.
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.


### How to apply

Send your complete application through [human.resources@lunaphore.com](mailto:human.resources@lunaphore.com)

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