



VascoMed is a successfully expanding medical technology company. With around 200 employees, we develop and produce electrodes and catheter systems for electrotherapy of the heart. We provide innovative catheter technology for medical professionals and OEM customers. With contract design and manufacturing we assist medical device companies in getting products from concept to market.

We are looking for the location Binzen as soon as possible:

## Head of Human Resource (m/w/d)

### Tasks

As Head of HR/Director HR, you are part of the management team at VascoMed GmbH with direct reporting line to the CEO. You manage the HR department, which consists of three employees, and together with your team you are responsible for the HR management of around 200 employees at the site in Binzen. Furthermore, you will independently conduct negotiations on company agreements and other special topics with the various works council committees and also accompany the collective bargaining negotiations.

Your tasks in detail are:

- Holistic responsibility for operational and strategic HR work in the company
- You are the first point of contact for the local works council chairman and work closely with various works council committees.
- Recruitment of employees for the entire organization
- Coaching and advice for management on personnel and labor law issues in all HR management processes.
- Management and further development of HR processes such as contract management, preparatory payroll activities, recruitment, and employee development
- You are responsible for supervision and monitoring of all labor law matters in alignment with group internal legal counsels and external lawyers.
- Contact person for fundamental questions and lead in the conception, optimization, and introduction of HR processes.
- Advising managers on special issues
- Development of concept templates and coordination of HR strategy, action planning and communication as well as management of strategic HR projects in line with the company strategy
- Development of a KPI based HR process monitoring and provision of standard reports to managers to foster data driven decision making.
- Conception, action planning und monitoring the realization of an Employer Brand strategy in order to promote focused recruiting activities.

### Profile

- Successfully completed diploma, master's or bachelor's degree in law or business administration with a focus on human resources
- Several years of professional experience as a personnel officer or HR business partner with a focus on employment law, preferably in a manufacturing company
- Well-founded knowledge of labor works constitution and collective bargaining law and the creation/negotiation of company agreements.



- Solid professional experience in employee development, personnel controlling, as well as applicable knowledge in wage tax law and social security law.
- Excellent communication skills and consulting skills to act as a recognized sparring partner for the business on HR issues.
- Strong creative drive, assertiveness, and strong legal and diplomatic skills, which you can use in negotiations with local employee representatives.
- Very good knowledge of spoken and written German and English.
- Very good computer skills in MS 365 and SAP/HR.
- A responsibility and quality orientation driven mindset is required.
- Loyalty, commitment, honesty, ability to work in a team, hands-on mentality and a good sense of the corporate culture.

#### Contact

Does this sound interesting to you? That's great! Please send your applications documents to:

[hr@vascomed.com](mailto:hr@vascomed.com)