



Associate Director, SGIE Contingent Workforce Management

Job Description Summary

Today, Lonza is a global leader in life sciences operating across three continents. While we work in science, there's no magic formula to how we do it. Our greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

The Lead SGIE Contingent Workforce Management is leading the SGIE Contingent Workforce Management Team in Switzerland.

He/She is responsible for the governance and compliance of the overall sourcing and engagement process of the contingent workforce in Visp, Basel and Stein.

This includes leading a team which interacts with hiring managers, agencies and external workers as well as HR, Procurement and Legal.

The work includes sourcing, engaging and onboarding contingent workers for SGIE projects, operations and supporting functions in alignment with regulatory requirements and industry best practice. Additionally it covers the maintenance of reference lists and score cards and trouble shooting in all HR aspects of the contingent workforce.

The Lead works towards the standardization of Contingent Worker Processes across projects and sites as well as in alignment with Operations with a digitization and automation mind set.

Key responsibilities:

- Manages Contingent Worker Supplier Pool and Supplier Quality
- Collaborates with HR, Procurement, Legal and IT (Security) to ensure that contingent worker governance is aligned to Lonza policies and regulatory expectation
- Leverages existing software for more efficient processes and improved reporting
- Benchmarks and drives Rate Card compliance
- Optimizes of On-/Off-boarding processes
- Coaches Hiring Managers on best-in-class interaction with contingent workers
- Drives Contingent Worker data quality including oversight of correct classification
- Improves/Manages access to talent by leveraging existing sourcing channels, expanding to new channels

Key requirements:

- Master, Bachelor or similar in HR, Finance or Procurement
- Fluency in German and English is required
- Experience in HR, Consulting, Contract Management for 10 years
- Experience in leading teams

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.