



Associate Director, Human Resources

Client Information

Our client, Purdue Pharmaceuticals, L.P., is a privately held pharmaceutical company founded by physicians and is focused on the needs of patients. Together with Purdue Pharmaceuticals L.P. and other independent associates companies, Purdue is dedicated to finding, developing and bringing to market new medicines and related products that promote health and healing. The position is located in Wilson, North Carolina and will report directly to the Senior Director of Human Resources. It will provide an attractive six figure base salary complemented by incentive compensation, company car allowance, relocation assistance and an outstanding benefit package.

Primary Responsibilities

- This position will serve as the Senior Human Resource executive for Purdue Pharmaceuticals, L.P. flagship manufacturing operations located in Wilson, North Carolina and have comprehensive generalist accountabilities.
- Key member of the site senior leadership team. Provide advice and counsel to site senior leadership and their teams regarding a broad range of complex human resource issues.
- Responsible for Talent Management, Recruiting, and Employee Relations. Additionally, responsible for training needs/gap assessment, promoting a culture of continuous learning and employee development, and partnering with Corporate HR and the LEAD group on delivery of Leadership Development and other training programs.
- Coordinate Human Resources programs and services with corporate Human Resources and maintain a liaison with the corporate Human Resources department. Participates in corporate and Technical Operations initiatives and projects as required, e.g. diversity, training, performance management, etc.
- Coordinates community and public relations activities for the site.
- Responsible to meet objectives while managing spending, labor and capital to budget.
- Oversees the management and day-to-day operations of site cafeteria services, including the cafeteria facility, food service management, contract management and Health Department compliance.
- Ensure legal compliance with labor and employment law. Minimizes legal risks by ensuring that policies are administered in a fair and consistent manner.
- Create an environment that fosters a high level of organization effectiveness and continuous improvement.
- Develop programs that create positive employee relations and morale throughout the manufacturing facility with particular emphasis on preserving the company's "union-free" environment.
- Provide training and development opportunities to meet business objectives. Identify development areas for both the business and individuals. Coach individuals on development areas and provide tools to improve performance. Ensure that effective development plans are in place.

- Manage recruitment efforts by identifying candidates in a timely manner. Ensure business needs are met and that employment decisions are fair and consistent.
- Manage local compensation and benefit administration programs (as directed by the Home Office Compensation & Benefits Department) and help to establish the company as an “employer of choice.”
- Develop and ensure communication programs and tools that increase employee awareness, understanding and appreciation of the company’s core values.
- Identify, evaluate and resolve employee relations issues. Assess employee relations and work related problems that adversely affect employee morale and facility/department productivity.
- Prepare human resources strategic plan that may include forecasts that project employment needs.
- Supervise site Human Resource Manager
- Assist in the development and delivery of cross-cultural diversity and respect programs.
- Promote company compliance efforts with controlled substance documentation and accountability procedures.

IDEAL CANDIDATE PROFILE

- This position will be of interest to Human Resources professionals who have been a strategic business partner, having implemented Human Resources programs that have direct business relevancy.
- The ideal candidate will have a thorough grounding in all human resource disciplines through both experience and training.
- Minimum of 10 years of significant relevant experience where the successful candidate will have served as an agent of change.
- Must be able to quickly access the company’s existing strengths and recommend a strategy for building on those strengths and lead the facility to higher levels of performance.
- Experienced employee relations generalist with significant recruitment expertise. Adept at building a business partnership with all constituencies.
- Proven record of accomplishment in upgrading and enhancing a human resource function.
- An action orientation with the ability to implement and manage the human resource function as a full partner in the success of the company.
- Broad interests and knowledge beyond the workplace; an ability to deal on a personal level with people who are professionally and personally committed to achieving high levels of performance in a highly competitive marketplace.
- Hands-on experience in moving authority downward in an organization through appropriate team building efforts.
- A superior performing human resource professional who will demonstrate the ability and desire to assume broader responsibilities within 3 years. Doing so may require relocation to company headquarters in Connecticut or another manufacturing operational site.
- An advocate of ideas and issues in a cooperative, non-bureaucratic fashion. An “influencer, relationship builder and catalyst for change.”
- Ability to successfully implement recommendations and deliver on project due dates.
- Promote ethical behavior within the organization and be the champion of the company’s core values.
- Must be viewed as a “knowledge source.”
- Good Listener and observer who can exert influence and be able to communicate and negotiate effectively with all levels of management.
- Pragmatic/problem solver. Self-directed and “street wise.”
- Ability to rapidly establish trust and rapport at all levels of the organization.
- Ability and willingness to travel (10 - 15%)
- Ability to work across shifts (as required)
- Personal behaviors which are congruent with Purdue Pharmaceuticals, L.P. corporate values.

Education

- BS or BA degree; MBA desired