

HR Specialist –Training, Recruiting & Communication

Felino (PR), Plant, (Italy)

2026-09-16

Temporary

SGD Pharma is a global leader in glass pharmaceutical packaging. We develop innovative, tailor-made, and high-quality solutions for our customers. In Italy, we have recently completed the acquisition of a manufacturing company with 250 employees spread across 4 production sites. We work closely with our plants and international teams to offer excellent service and guide the organization through a profound business transformation.

If you are passionate about Human Resources, people development, and corporate communication, and you want to work in a dynamic environment where team spirit and effectiveness are fundamental, join us to take part in this human and industrial adventure.

We are looking for an HR Specialist – Training, Recruiting & Communication.

For HR activities, you will report directly to the Country HR Manager. You will participate in building the new local HR department and act as a "cultural bridge" to align the Italian sites with HQ standards, while maintaining strong operational oversight of employee needs.

Your Responsibilities:

- **Local Communication:** Ensure the correct flow of corporate information to employees, support Group communication campaigns, and "Values Deployment" projects.
- **Recruitment & Onboarding:** Manage the search and selection process by constantly interfacing with external partners, ensuring alignment with Group policies, and handle the integration and onboarding of new hires.
- **Training & Development:** Contribute to the local implementation of corporate training plans and the local training plan, support the HR Manager in mapping the training needs of the Italian sites, and organize the delivery and reporting of training activities.
- **HR Operations & Internal Customer Service:** Autonomously manage the administrative activity of time and attendance tracking and reconciliation for the assigned perimeter. Act as the first point of contact for employees to resolve

procedures, doubts, and daily operational requests, ensuring prompt and empathetic service.

Your Profile:

- This role is ideal for someone who has already taken their first steps in HR (recruitment, training, development) within Staffing Agencies or dynamic HR departments, and wishes to grow in a rapidly transforming environment that is yet to be structured.
- Strong ability to navigate tasks with flexibility, pragmatism, and ease, even in production and informal environments.
- Strong analytical thinking applied to reading HR data (e.g., recruitment metrics).
- Absolute discretion and confidentiality in handling sensitive information.
- Excellent ability to adapt communication depending on the interlocutor (from line operators to international management).
- Working English proficiency (written/spoken) is essential for this international role in order to interface with the Group. Knowledge of French is a plus.

Offer & Package:

- Gross Annual Salary (RAL): €25,000 - €30,000 (National Collective Labour Agreement / CCNL Glass Industry - B132), level between 3 and 5.
- Contract Type: 12-month contract
- Meal Vouchers: €7/day.
- Working Hours: 9:00 AM - 6:00 PM with a one-hour break (30 minutes of flexibility).
- Smart Working: 6 days every two months, after the first 6 months.
- **Work Location: Treviglio (BG), Bernareggio (MB), Felino (PR), or Perugia.**

Please send applications to drh@sgdgroup.com

We are firmly committed to promoting equality, diversity, and inclusion (EDI) within SGD Pharma. We believe that a diversity of perspectives and experiences enriches our work environment and stimulates innovation. By joining our team, you will help create an environment where everyone can fully express themselves and give their best. Join an

organization that values every individual and promotes an inclusive and respectful culture!

HR Specialist – Payroll, Admin & Reporting

Treviglio (BG), Plant, (Italy)

2026-09-16

Regular

Here is the updated job description with the package information integrated into the text:

SGD Pharma is a global leader in glass pharmaceutical packaging. We develop innovative, tailor-made, and high-quality solutions for our customers. In Italy, we have recently completed the acquisition of a manufacturing company with 250 employees spread across 4 production sites. We work closely with our plants and international teams to offer excellent service and guide the organization through a profound business transformation.

If you are passionate about personnel administration and data analysis, and you want to work in a dynamic environment where team spirit and effectiveness are fundamental, join us and take part in this project.

We are looking for an HR Specialist – Payroll, Admin & Reporting.

Reporting directly to the Country HR Manager, you will actively participate in structuring the new local HR department, taking charge of personnel administration, data processing, and reporting to elevate local practices to multinational standards.

Your Responsibilities:

- **Payroll & Administration:** Assist the HR Manager in coordinating the payroll cycle by interfacing with the external labor consultant, and manage personnel administration, ensuring compliance with local regulations and Group policies.
- **Reporting & HR IS:** Extract, standardize, and analyze data from local systems to integrate them into the Group's information systems, promptly feeding local and corporate HR dashboards.
- **Budgeting & Forecast:** Provide operational support for building the HR budget and monthly forecasts, working closely with the Finance department.
- **Contracts & Compliance:** Manage contracts (hirings/terminations) and actively support the transition project toward a digital (paperless) personnel archive.
- **HR Operations & Attendance:** Operationally manage time and attendance tracking and reconciliation for the assigned perimeter.

- Internal Customer Service: Act as the first point of contact for employees to resolve administrative procedures, doubts regarding payslips, and daily requests.

Your Profile:

- This role is ideal for someone who has already taken their first steps in HR (with a focus on administration, operations, or payroll) within Staffing Agencies, manufacturing companies, or labor consultancy/HR services firms, and is looking for a concrete growth opportunity in a multinational context.
- Strong ability to navigate tasks with flexibility and pragmatism.
- Strong data orientation, analytical thinking, and familiarity with numbers, advanced spreadsheets, and data extraction.
- Absolute discretion and confidentiality in handling salary and company data.
- Excellent ability to adapt communication to clearly explain complex administrative topics at all levels.
- Working English proficiency (written/spoken) is essential for interfacing with the Group.

Offer & Package:

- Gross Annual Salary (RAL): €25,000 - €30,000 (National Collective Labour Agreement / CCNL Glass Industry - B132)
- Meal Vouchers: €7/day.
- Working Hours: 9:00 AM - 6:00 PM with a one-hour break (30 minutes of flexibility).
- Smart Working: 6 days every two months, after the first 6 months.
- **Work Location: Treviglio (BG), Bernareggio (MB), Felino (PR), or Perugia.**

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Sachbearbeiter Einkauf (m/w/d)

Kipfenberg, plant (Germany)

2026-05-12

Unbefristet

Als führender Hersteller von Glas für die Pharmaindustrie setzen wir zur kontinuierlichen Verbesserung unseres Unternehmens auf motiviertes und qualifiziertes Personal. Wir beschäftigen rund 280 Mitarbeiter und Mitarbeiterinnen am geografischen Mittelpunkt Bayerns. Durch die Zugehörigkeit zur internationalen Unternehmensgruppe SGD Pharma eröffnen wir jeder einzelnen Person Perspektiven für Wachstum und persönliche Weiterentwicklung.

Zur baldmöglichen Unterstützung unseres Teams in der Abteilung Einkauf sind wir auf der Suche nach einem

Sachbearbeiter Einkauf (m/w/d)

in Vollzeit.

Deine Aufgaben:

- Pflege der vorhandenen EDV-Systeme (SAP, Ultimo,..)

- EDV-Verwaltung der ISO-Unterlagen:

Korrekturmaßnahmen - Reklamationsberichte

- Organisation der Inventuren in den Lägern

- Wareneingangskontrollen überwachen

- Lieferantenbeurteilung ausführen und unterstützen

- Aktive Verbesserung des SAP-Systems

- Unterstützung bei Projektarbeiten

- Bestellungen aufgrund Bedarfsanforderungen,

Angeboten, Anfragen ausführen

- Lieferterminüberwachung

- Bedarfsanforderungen erstellen

- Prüfung von Auftragsbestätigungen

- Eigenständige Verhandlungsführung
- Enge Zusammenarbeit mit Zentraleinkauf in Frankreich

Dein Profil

- Abgeschlossene kaufmännische Ausbildung mit entsprechender Weiterbildung (z.B. Fachwirt Einkauf)

- Sehr gute Englischkenntnisse
- Teamfähigkeit
- Selbständige Arbeitsweise
- Sehr gute SAP-Kenntnisse

Unser Angebot

- unbefristetes Arbeitsverhältnis
- kollegiales Arbeitsumfeld
- zukunftssichere Branche
- 30 Tage Urlaub & Altersfreizeit
- betriebliche Altersvorsorge
- Weiterbildungsmöglichkeiten
- übertarifliche Bezahlung
- Fahrtkostenzuschlag
- Urlaubs- & Weihnachtsgeld
- Ergebnisbeteiligung
- E-Bike-Leasing
- Hansefit-Firmenfitness & Sport-Events
- Betriebskantine

Bewirb dich noch heute per E-Mail oder mit Bewerbungsmappe über:

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