Job Description

**Job Title**: Director, HR Integration Management and Operations  
**Job Id**: 981535  
**Target Openings**: 1  
**Locations**: United States-New York-New York

**Organizational Marketing Statement**

All over the world, Pfizer colleagues are working together to positively impact health for everyone, everywhere. Each position at Pfizer touches and contributes to the success of our business and our world. That's why, as one of the global leaders in the biopharmaceutical industry, Pfizer is committed to seeking out inspired new talent who share our core values and mission of making the world a healthier place.

**Role Description**

The Human Resources team is focused on HR planning for mergers, acquisitions and divestitures. This role is responsible for working collaboratively on the HR activity and project management for due diligence, integration, separation and execution planning. The HR Director will partner with Business Development, Employment Legal and the Global HR Community: HR & MOS Leads, ADI, HR Ops, Benefits, Compensation and Talent Acquisition to develop and execute HR plans.

**Responsibilities**

- In partnership with the VP, Human Resources and HR team this role will manage the HR critical work stream activity for mergers, acquisitions and divestitures.
- Responsible for understanding the deal structure as it pertains to a specific Business Unit or market as defined by the Business Development Team.
- Translate business development and/or BU requirements into HR project plans for the various HR functional groups to lead and execute.
- Synthesize and present HR due diligence reports and recommendations. Quantify major areas of HR risk and opportunities, e.g. labor expenses, severance, benefits, employee relation issues and culture.
- Plan and manage the HR aspects of the integration of acquisitions with the MOS ADI, Talent Acquisition, Compensation, Benefits and appropriate HR Leads across the globe.
- Partner with a global cross-functional HR team and the Regional ADI team to develop integration and execution plans aligned to transitioning or integrating in the HR organization and HR processes e.g. GSS, PeopleSoft, HrSource, etc.
- Work with the HR M&A team, ADI team and HR functional subject matter experts to develop detailed implementation execution plan and track progress against the HR Plans.
Identify, track, and monitor risks and issues with developing solutions for HR deliverables in change management, workforce administration, HR policies, Works Council/Unions, HR processes, and communication.

Lead or participate on a HR PMO team to develop project plans, transitional service agreements, change management, communications and deliverables aligned to the overall business plan.

Represent the M&A HR team on cross-functional teams and interdependencies with BD, Employment Legal, Finance, BT and Procurement.

**Qualifications**

- BA in Human Resources or Related Field
- MBA/MA – Business and Organizational Development
- 5-10+ years Human Resources, HR consulting and/or HR Operations
- Complex program management, business acumen and Finance skills
- Strong relationship management and collaborative skills a must
- Experience in HR: benefits, compensation, employment law, HR Operations, etc.
- Comfortable working in an environment with tight deadlines and significant level of ambiguity
- Ability to absorb and process large quantities of disparate information and synthesize quickly
- Demonstrated ability to collaborate with business leaders to develop HR plans and execution plans leveraging various functional HR groups.
- Ability to effectively manage competing priorities in a fast paced environment
- Excellent interpersonal/influencing skills, including ability build relationships and leverage resources within the HR function
- Proficient in technology and understanding of HR data management; PeopleSoft, payroll, operations, etc.

**Competencies:** Credible Influencer, Building Organizational Capability & Culture, Talent Manager / Organizational Executor, Operational Executor, Strategic & Innovative Thinking and Demonstrates Business Acumen

**Equal Employment Opportunity**

Pfizer is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, national origin, disability or veteran status. Pfizer also complies with all applicable national, state and local laws governing nondiscrimination in employment as well as employment eligibility verification requirements of the Immigration and Nationality Act. All applicants must have authorization to work for Pfizer in the U.S. In certain circumstances it may be advantageous to Pfizer to support the application(s) for temporary visa classification and/or sponsor applications for permanent residence so that a foreign national colleague can accept or remain in a work assignment in the U. S. For certain classes of temporary visas, the resulting work authorization may be specific to Pfizer and the specific job
and/or work site. Pfizer may at its business discretion decide to or refrain from obtaining, maintaining and/or extending the temporary visa status and/or sponsoring a colleague for permanent residency and/or employment eligibility, considering factors such as availability of qualified U.S. workers and the colleague's long-term prospects for securing lawful permanent residence, among other reasons. Employment applicants requiring immigration sponsorship must disclose, when initial application for employment is made, whether or not they are legally authorized to work for Pfizer in the U.S. and, if so, whether that authorization permits them to work in the job they seek. In no case should Pfizer's support of a colleague's temporary visa application or sponsorship of a colleague for permanent residence be construed to guarantee success of that application or amend or otherwise invalidate the "at-will" employment relationship between the colleague and Pfizer.