

MARCO MANZOTTI

HR Advisor – FONDAZIONE HUMAN TECHNOPOLE (2021-ongoing) – Chemist collective agreement – 200 Staff

- Labour relations
- HR Administration
- International desk

HR Manager - RITRAMA SpA (2014-2021) – Chemist and paper collective agreement - 431 Staff

Recruitment, HR management and development

- Industrial relations
- Partner with the line business on organizational design, skills matrix and assessment
- Labor management including: hiring (*in Italy and abroad such as France, Germany, Austria, Switzerland and Poland*), disagreement, collective redundancies and individual settlement
- Maintenance and improvement of all channels of employees relation, ensuring compliance with local legislation (*i.e. privacy, D.L.gs. 231/01, collective agreement, Italian laws, L. 66/98*)
- Job analysis, job descriptions, job posting
- Talent acquisition and new hires' on-board coordination
- Organization of funded training courses
- Wage structure, compensation and benefits
- Retention policies, succession plans and organizational wellbeing
- Health and safety

HR Administration

- Ensure employees administration management leading a team of two specialist
- Staff costs, planning and management (*Budget*), statistical surveys, workforce planning
- KPI HR (*monthly monitoring of absenteeism rate, turnover, overtime, vacation planning*)

HR Generalist and Reward Specialist- YAMAHA MOTOR ITALIA S.p.A. (2007-2013) – Trade and engineering industry collective agreement -Japanese automotive multinational - 250 Staff

- Assistance to HR director in labor union management
- Total reward: compensation and benefit, performance management, HR policies and procedures
- Change management: cultural organisation based on Kaizen principles
- HR marketing (*open day, Kaizen box, opinion survey and focus group, free time club, five-a-side football tournament*), engagement and organisational wellbeing, Ethic hot line
- HR administration (*assisted by external service provider*)
- Staff costs, planning and management (*Budget*), workforce planning
- KPI HR (*absenteeism rate, turnover, overtime, vacation planning*)
- Health and safety

HR Generalist - RICOH POINT S.p.A. (2006-2007) – Trade collective agreement - Japanese IT multinational (Ricoh Group) - 130 Staff

- HR administration (*assisted by external service provider*) and expenses reports
- Time and attendance management
- Wage structure, compensation & benefit
- Skills assessment and employees relations
- Staff costs (*Budget*)

HR Admin - CENTODUCATI S.p.A. (2005-2006) – Engineering industry collective agreement Italian family-run elevator company - 135 Staff – reporting to Payroll Manager

- Personnel administration management (*assisted by external service provider*), time and attendance management
- Health and safety
- Staff privacy information
- Assistance to Production Director in labor union management
- Employees relations

HR Specialist - CREYF'S S.p.A. (2002-2005)

Temp agency

- CV screening and recruitment
- Management of commercial relations and searching for new customers

Financial promoter - BANCA 121 S.p.A. (2000-2002)

Italian bank, MPS Group

Civil service for Italian State (military service replacement) (1998-1999)

Experimental Institute for cereal cultivation

Education

- Currently enrolled at Unicusano – Rome, Master in Mobility Management
- Courses on Recruiting and Total Reward (Cegos, 2019)
- School of Coaching (Assolombarda, 2017)
- Bachelor of Science Degree in Marketing and Business Organisation at Modena e Reggio Emilia University (2012-2015, final grades 103/110)
- RSPP module A attendance certificate (2009)
- Course on HR management and labor law (2006)
- Course on accounting, payroll and social contribution (09/2004-05/2005)
- ESF food farming organoleptic analysis (1999/2000)
- Attended Political Science school at Milan University (1995-02/1997)
- High school [maturità scientifica] (1990-1995)

