

Θάνος Μυτιληναίος

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Focused on aligning people to corporate strategy and customer expectations.

- Confident and resilient, very calm under pressure, able to lead through crisis and complex projects.
- Social, communicative and diplomatic. Builds and retains relations, generates trust.
- Develops and adheres to plans and schedules, able to quickly incorporate changes if needed.
- Very adjustable, open to change and innovative. Good in transferring knowledge.
- Balanced between speed and accuracy, focused on detail and result.

PROFESSIONAL EXPERIENCE

Jul 2015 - to date: HR Director, DEMO Pharmaceuticals SA, Athens, Greece
DEMO Pharmaceuticals S.A. is one of the major pharmaceutical manufacturers in Greece, with an annual turnover exceeding 135M€ and 850 staff. Reporting to the CEO.

- Primary aim and achievement has been the development of an HR Department with the right positioning and influence in the organization. Healthcare Business Awards 2018, Gold, Employment, Caring for our People.
- Developed new Labour Regulation, Terms of Employment, HR Policies & Procedures.
- Introduced Performance Management and aligned Education and Training to corporate needs.
- Implemented Talent Management policies and launched an Internship and Scholarship program.
- Led the implementation of a 4th manufacturing shift to ensure continuous operation of production (24x7), involving the recruitment, induction and training of over 120 new employees, and the adjustment of payroll to continuous operation.
- Initiated and led a project for the reengineering and automation of quality training certifications.
- Managed Employee Relations.

Dec 2009 - June 2015: HR Director, Euroclinic Group SA, Athens, Greece/ Global Finance Portfolio Company

Euroclinic Group consists of two Hospitals (General and Children's). With an annual

turnover of 40M€, 520 staff and over 250 medical practitioners, it ranks among the top private healthcare corporations in Greece. Reporting to the CEO, responsible for HR and Security Services.

- Proposition and implementation of a new organizational structure.
- Oversaw the development of processes and the quality certification for the entire organization.
- Development of Job Descriptions and Specifications and assignment of Job Levels linked to salary grades. Redesign of HR policies and procedures.
- Development and introduction of a new Performance Management System.
- Increased Education & Training (hours and staff participation) despite budget cuts.
- Design and implementation of a major cost rationalisation and re-organization project.
- Outsourcing of non-core activities; managing change and employee relations issues.
- Responsible for payroll and the annual payroll budget.
- Recruitment and Selection of personnel at all levels.
- Managed employee relations and the Trade Union.

Aug 2008 - Nov 2009, Manager, People Solutions, ICAP SA, Athens, Greece/ Global Finance Portfolio Company

ICAP Group is one of the most successful Business Services Groups in South Eastern Europe. Worked for the Executive Search and Selection, and Human Capital Consulting Departments, providing services to clients with particular focus on Global Finance Investment Firm Portfolio Companies and ICT related assignments.

- Responsible for recruitment and selection projects from middle to executive levels.
- Corporate and personal consultancy services through the use of Hogan psychometric tests.
- Project Manager the development of ICAP's career website and its link to the executive search software (FileFinder).

Oct 2002 - Aug 2008: Head of e-Business and HR Services, Atlantis Consulting SA, Thessaloniki, Greece

Atlantis Consulting is a consultancy focusing on research and corporate funding projects.

- Led the development of an EU funded innovative e-recruitment tool. Managed a consortium of 4 private companies and 2 Universities from around Europe. The project was awarded the title of IST Prize Nominee 2005 for innovation by the European Council of Applied Sciences and Engineering.
- Responsible for provision of HR consultancy and recruitment services to clients.
- Other significant projects include: The use of ICT in Healthcare, Knowledge Management Systems for SMEs, Business Plan for the patient workshops of the Psychiatric Hospital of Thessaloniki.

Sep 2001 - Oct 2002: General Manager, Kapa Research Consulting S.A., Thessaloniki, Greece

Kapa Research is one of the largest and most prominent market research companies in Greece. Responsible for the operation of the company in Northern Greece, the provision of communication consultancy services, and for organizing and supervising quantitative and qualitative market research. Responsible for the operation of the pilot Citizens' Service Centres (KEP) and related call centres for the Greek Ministry of Internal Affairs. Involved in personnel training and launching of Citizens' Service Centres across Greece.

Mar 2000 - Apr 2001: Business Analyst, BNB Resources Plc, London, UK

BNB Resources was one of the largest and oldest recruitment management and advertising agencies globally. It was purchased by and currently trades as Penna Communications. The primary aim of this position was the design, development and introduction of an HR Internet application. Key responsibilities included the development of functional requirement specifications the development of test data and evaluation of online systems, and market research and analysis.

Sep 1999 - Mar 2000: Account Manager, The New Business Consultancy, London, UK

Mar 1997 - Sep 1998: Served in the Greek Army (National Service)

EDUCATION

1995-1996: MA in Human Resource Management, University of Westminster, UK

1994: University of Lund, Sweden

Certificate of postgraduate studies on International Career Management, International Marketing, and International Marketing and Management in East Asia.

1989-1994: BSc (Hons) in Economics, Aristotle University of Thessaloniki, Greece

LANGUAGES

English: Fluent, Greek: Fluent, German: Very Good, Swedish and French: Basic.

IT SKILLS

Windows, Mac OS, MS Office, MS Project, FileFinder, Scan HRMS, SAP.

OTHER INFO

- Adjunct Professor, MA in HRM, Hellenic Management Association (EEDE)

- Member of the Greek Personnel Management Association (GPMA), the Hellenic Management Association (EEDE) – Institute of HRM, and the Economic Chambers of Greece
- Trained on the “Investors in People” framework.
- Certified in the use of Hogan Assessment Psychometric Tools.
- Full Greek driving licence.
- Hobbies: skiing, swimming, music, cinema and theatre.