

## Human Resources Expert (Temporary 12 months)

Job ID  
REQ-10021871

9月 19, 2024

Mexico

### 摘要

As Human Resource Expert you will support the development of HR processes, principles, and guidelines for a client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

### About the Role

#LI-Hybrid

Key Responsibilities:

- Support the team in the operational conversion of HR strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all HR Services aspects (e.g. services, processes, continuous improvement) and provide guidance and assistance on problems and requests to customers/users through consulting

- and training -Support the identification and planning of services HR Services will provide.
- Handle standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts -Perform user administration tasks (e.g. access management).
  - Track service requests and troubleshoots - analyze error messages and questions -Support periodic cost and efficiency analyses to support productivity objectives -Support personnel cost budgeting process and control.
  - Support evaluation of the services / processes / continuous improvement in scope.

#### Essential Requirements:

- Bachelor ' s degree in HR/Business Administration or related field
- Proficiency in English, spoken and written
- Minimum 3 years ' experience in HR Services working with SAP, WorkDay, Success Factors or other Workforce Systems
- Experience with ticketing management systems. Proficiency in use of Microsoft Office

#### Desirable Requirements:

- Work experience in virtual/remote teams is a plus
- Fluency in an additional regional language is a plus as French or Portuguese

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部门  
People & Organization

Business Unit  
CTS

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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