

Human Resources Services Expert with German

Job ID
REQ-10023938

9月 30, 2024

Czech Republic

摘要

-To support the development of P&O processes, principles, and guidelines for a small 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

Major accountabilities:

- Support the team in the operational conversion of P&O strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all P&O 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 P&O 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.
- Contribute to P&O Services projects at country or BU level

Key performance indicators:

- P&O Services delivered on time with the right level of quality

Minimum Requirements:

Work Experience:

- Operations Management and Execution.

Skills:

- Curiosity.
- Data Privacy.
- Employee Experience.
- Employee Onboarding.
- Hr Operations (Hr Ops).
- Hr Service Delivery.
- Hris (Human Resource Management System).
- Human Resource Management System.
- Human Resources (Hr).
- Human Resources Management.
- Identity And Access Management (Iam).
- Payroll.
- Sdm.

Languages :

- English.

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部门

People & Organization

Business Unit

CTS

地点

Czech Republic

站点

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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