Our innovative and growing company is looking to fill the role of HR data management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for HR data management

- Monitor the incoming tickets and incidents in Service Manager for T&A related tickets created by the Country Offices
- University level courses in human resources, business administration, or information technology is desirable
- Previous hands-on experience in planning, organizing and delivering technical HR system support services and reporting capacity are highly desirable
- Work experience in the areas of human resources, business administration, or information technology with focus on HR Master Data update and reporting in SAP or other ERP is required
- Lead the administration of HRIS system, ensure payroll and employee data is accurate and updated in a timely manner
- Produce an efficient, accurate and insightful data analysis and MI on regular basis
- Design, develop and amend relevant MI reports in accordance with strategic business objectives
- Create automated dashboards to reduce the repetitive efforts
- Provide suggestions and recommendations based on data trends
- Continually keep performance metrics under review to ensure that current measures are both relevant and accurate

Qualifications for HR data management

science with prior experience identifying and documenting business requirements

- Completed commercial training with professional experience or university degree or equivalent qualification
- Professional experience, preferably in an international context and/or HR Department or Shared Service Center
- Fast paced, quick thinker
- Fast learner seeking challenges also to solve in a team
- Attention to detail and multitasking while putting the customer first