

Job Description HR Operations Specialist

Location	TLV/Liege/Malta
Report to	Group Head of HR & O&M
Responsibilities	<p>As an HRIS & people analysis Specialist, you will be responsible for building, developing, and monitoring global processes, digital tools, platforms and systems related to HRIS and the global HR department strategy.</p> <p>As an HR Operations Specialist you will be responsible HR systems, employees data, and HR operations.</p> <ul style="list-style-type: none"> • Take a leading part in HR processes, system and analysis aspects • Develop and implement new processes, systems, digital tools and reports for efficient HR management and employee data management. • Lead HRIS system implementation, including continued testing and configuration, security administration, report writing, system optimization post go-live, and coordination and management of cross-functional dependencies between the different HR entities. • Support all HRIS systems (needs analysis, research, design, testing, quality control, deployment, training, and administration) and HR end users in the use of HRIS applications and desktop tools (recruitment, on/off boarding, employees performance evaluation, employee data center). • Ensure that applications integrate into existing and planned infrastructure. • Develop, document, and maintain all current and new HRIS business process workflows for efficiency and compliance. • Partnering with cross-functional team members and IT team members on HRIS-related issues/enhancements/queries. • Own HR data analysis- workforce efficiency, compensation, turnover rate, surveys results, HR budgets. • Define and implement HR KPIS dashboard, analysis and reports. • Ensure all HR-related systems are compliant with data protection laws.
Job Requirements	<ul style="list-style-type: none"> • Strong familiarity with information systems (including HR systems, BI tools, Microsoft office -Master of Excel)- A must • Bachelor's degree in related field -HR /Industrial Engineering and Management /Computer Science /Information Science/Information Technology. • 2 years of HRIS and HR analysis experience-Advantage • Experience with HR technology, HRIS- Advantage • Experience with Monday- Advantage • Must have solid organizational skills, accuracy, and attention to detail • High level of integrity and professionalism in dealing with confidential information • Experience working in a global environment • Able to work independently, out of the box problem-solver, discreet, prioritize tasks with a pro-employee approach

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| | <ul style="list-style-type: none">• Creative, technological, resourceful, problem-solver, highly analytical, and independent yet a team player.• Excellent English fluency - verbal and written. All our training products are written in English. |
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