





## Areas of Responsibility

### **Internal Communication**

- ✓ Managing and ensuring the evolution of internal tools such as magazines and newsletters, poster, intranet, video, etc.
- ✓ Organizing internal events, ensuring the consistency of the tools, both in terms of content and graphic (through defined tone and style, dedicated templates and chart, Etc.)
- ✓ Ensuring the visibility of the actions, communicating on them
- ✓ Reinforcing and facilitating the understanding and knowledge of the Group: Presenting, explaining and transmitting its strategy and major programs, through appropriate message and adapted tools.

### **People Administration Efficiency**

- ✓ Ensure data quality and service consistency as well as compliance to Group policies and standards.
- ✓ Provide administrative support to Units on a global or regional basis
- ✓ Performs personnel administration (including data compliance)
- ✓ Performs employee life events and status changes administration
- ✓ Performs individual and collective claims administration (career history data...).
- ✓ Performs documentation and archive management (contract,...).
- ✓ Performs external vendor management
- ✓ Contributes to data collection, calculations, analysis and communication.

### **Work Environment & Employment Relationship**

- ✓ Act as the as first point of contact for HR transactional queries and requests.
- ✓ Answer employee basic level questions
- ✓ Support employee satisfaction survey deployment and administration
- ✓ Contributes to employer branding evolution by providing consistent case resolution
- ✓ Talent Supply
- ✓ Contributes to the staffing process : job offer publication, interview arrangement, employee contract management
- ✓ Support mobility process with appropriate tools and guidelines

### **Information System and Reporting**

- ✓ Performs data management (collection, calculations, analysis and communication)
- ✓ Deploys and administrates the HRIS tools
- ✓ Contributes accurate HR reporting with compliance guidelines and policies

## Job Requirements

- ✓ Bachelor degree or equivalent
- ✓ English fluency
- ✓ Communication & Impact (Influencing)
- ✓ Basic knowledge of HR processes and regulations
- ✓ IT systems experience, including advanced level Microsoft Office
- ✓ International and intercultural awareness
- ✓ Teamwork / Network
- ✓ Group Awareness
- ✓ Ethics & Compliance

