



HRIS Key User – HR Specialist

Our requirements:

- A master's degree in information systems, computer science, business administration, HR management, or similar.
- A minimum of 2 years' experience as an HRIS administrator – HRIS savvy.
- Extensive experience in analysing HRIS performance metrics and improving processes.
- Experience in HRM software (Success Factors), as well as in change management process will be an advantage.
- Experience in HR administration, practical knowledge of labour law.
- Fluency in English.
- Ability to keep up with innovation and trends in HRIS administration.
- Well-developed analytical skills, ability to understand and support business needs in respect of data and analytics.
- Ability to collaborate, provide technical support, and to train staff. Very good interpersonal and communication skills.

We offer:

- Interesting and challenging job;
- Opportunity to take part in an interesting projects;
- Quarterly bonus based on achievement;
- Extensive benefit package (including private healthcare and Multisport card);
- Remote work opportunities

Your responsibilities

- Collaborating with HR team and other stakeholders to determine HRIS needs within European Deceuninck structure.
- Analysing HRIS performance metrics and resolving application issues.
- Creating user accounts, managing access, and updating employee information.
- Providing training (online, in class), consultancy, elaborating manuals, and supportive materials.
- Performing system upgrades, as well as developing and implementing new processes and systems.
- Optimizing HRIS processes for efficient HR management.
- Maintaining databases, analysing data, ensuring data integrity, and running queries.
- Recording and securely storing HR metrics, including attendance and absenteeism data.
- Tracking and implementing technological advancements in the field of HRIS.
- HR administration, including labour law related documentation.
- Support in payroll data processing.
- Support in HR projects and activities.

Osoby zainteresowane prosimy o przesyłanie CV na adres: rekrutacja@deceuninck.com

Prosimy o dopisanie następującej klauzuli: "Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z ustawą z dnia 10 maja 2018 r. o ochronie danych osobowych (Dz. U. z 2018 r. poz. 1000)".
Jednocześnie informujemy, że skontaktujemy się tylko z wybranymi kandydatami.