

Our client is the global market and technology leader in its segment around the world. More than 10000 employees work for this company. HR IT is also managed at the HQ in Switzerland. In order to continue to be successful, we are recruiting an HR Process & Systems Specialist.

HR Process & Systems Specialist

Your tasks

This role is directly reporting into the Group HR Systems Manager and it closely collaborates with the global HR Business Process Owners for all aspects of technical but also functional readiness of the company HRIS (TouchPoint).

- Continuously build, maintain and apply expert knowledge for all productive (and planned) modules of the Autoneum HRIS and the corresponding underlying business processes
- Engage in the technical and functional execution of any global HR processes and with a special dedication to the processes in the area of Compensation & Var. Pay, as well as day-to-day operational HR Processes (Employee Central) and LMS (Learning Management System)
- Provide the business and HR Business Process Owners with HRIS data and support in the analysis of such data (e.g. to perform data audits, to prepare annual HR processes, to support business decisions, to measure quality of data, to evaluate use and processing of data, to judge feasibility of improvement initiatives)
- Consult, train and orchestrate HRIS users in executing their defined system roles & responsibilities in a holistic manner covering technical and procedural aspects
- Engage in the further development and improvement of HRIS data models as well as the implementation of new processes, features and modules
- Maintain and develop system- and process-related documentation
- Independently run defined HR projects with global and regional scope (not solely limited to HRIS related activities)
- Act as the stand-in and back-up for HR Systems Owner

Your profile

- Bachelor or higher degree in a relevant field
- 3 to 5 years of overall working experience in HR and specifically in HR IT
- Sound knowledge and experience of the main HR processes
- Track record of minimum 3 years of in-depth working experience with various SAP SF modules
- Good command of English and German

Your contact person

Roger Buechi looks forward to receiving your application documents, preferably by e-mail to info@ultimativo.ch with the reference number ROB1900. Absolute discretion is a matter of course.