

GPO Junior Specialist

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Company: Alight

Location: Poland

Category: business-and-financial-operations

Role

GPO Administrator job duties include but is not limited to:

Working closely with vendors and internal partners in US, Canada, Asia-Pacific, Poland, and other European countries to manage HR Administration activities for those locations,

Area of support including e.g. setting up employees in Workday (hiring for Annual Enrolment); working on mass data loads, troubleshooting, solving HR system issues and filing employment documents in electronic personnel file, etc.,

Managing transactions with data accuracy, ensuring appropriate and timely completion of all required system steps.

Required Experience:

Good written and verbal English – B2 +level is a minimum,

Word, Excel (basic), Outlook practical knowledge,

Strong of attention to details,

Ability to prioritize tasks and independently manage working time to meet deadlines,

Strong problem-solving skills,

Good team working and communication skills,

Education- High School diploma required as a minimum, no higher education needed.

We offer:

Fix Term Contract until - 31.12.2024,

Salary of 5280 PLN gross

Private medical care,

Work from home Allowance,

Life insurance,

Benefit platform (MultiSport card, cinema tickets, vouchers, and many more),

Building experience with a growing worldwide organisation,

Great work atmosphere: we value positive and productive work environment, open and honest communication and we know that People Matters,

Opportunities to engage in many events, activities and charity initiatives,

Remote work from any city in Poland, office in Krakow available if needed.

Join our team. Because transformation takes a workforce. Learn more at .

Diversity Policy Statement

Alight does not discriminate against anyone based on sex, gender, race, color, religion, creed, national origin, ancestry, age, physical or mental disability, medical condition, pregnancy, marital or domestic partner status, citizenship, military or veteran status, sexual orientation, gender, gender identity or expression, genetic information, or any other legally protected characteristics or conduct covered by federal, state or local law. In addition, we take affirmative action to employ and advance in employment qualified minorities, women, disabled persons, disabled veterans and other covered veterans.

Alight provides reasonable accommodations to the known limitations of otherwise qualified employees and applicants for employment with disabilities and sincerely held religious beliefs, practices and observances, unless doing so would result in undue hardship.

Applicants for employment may request a reasonable accommodation/modification by contacting his/her recruiter.

Authorization to work in the Employing Country

Applicants for employment in the country in which they are applying (Employing Country) must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the Employing Country and with Alight.

We offer you a competitive total rewards package, continuing education & training, and tremendous potential with a growing worldwide organization.

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Cross References and Citations:

1. [GPO Junior Specialist AnesthesiologistjobsJobs Poland Anesthesiologistjobs](#)
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