

HRHC Master Data Management Specialist with French

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Company: PL18 Alcon Polska Sp. z o.o. Company

Location: Warsaw

Category: business-and-financial-operations

At Alcon, we are driven by the meaningful work we do to help people see brilliantly. We innovate boldly, champion progress, and act with speed as the global leader in eye care. Here, you'll be recognized for your commitment and contributions and see your career like never before. Together, we go above and beyond to make an impact in the lives of our patients and customers. We foster an inclusive culture and are looking for diverse, talented people to join Alcon.

As HR Shared Service Specialist you will act as an HR guide for Alcon associates and managers across countries & languages. This role will have the opportunity to assist associates with all HR employee life cycle events including clarification of Alcon policies and procedures, HR administration, payroll inquiries, system navigational support and more maintaining follow up until closure of the request.

In this role, a typical day will include:

- processing HR lifecycle changes regarding employment verifications, personnel file administration, new hire processes, employee data changes, onboarding,
- effectively contributing to team, regional and global projects,
- ensuring that team documentation is kept up-to-date; support the preparation and implementation of People policies, procedures, handbooks, guidelines.
- being accountable for executing high quality and accurate service to associates in adherence with the Service Center service levels (SLAs), key process, and operational metrics (KPIs).

What You'll Bring to Alcon:

- Good understanding of **HR operations** , basic knowledge of multiple labor legislation systems - previous experience in working with French market
- Fluency in English and **French**
- Experience in using Service Center technologies (e.g. ticket management, knowledge management, chat, email, document management, etc.)
- Strong collaborative partnership skills to ensure the effective resolution of inquiries
- Ability to work effectively in an environment subject to changing priorities and short deadlines
- Self-starter with a proactive and inquisitive nature who can anticipate and pre-empt problems; expected to work independently with minimum guidelines and supervision
- Able to define problems, present options and proactively propose solutions that may help to prevent problems in the future. Applies critical thinking to information received from various sources (people management programs, systems and tools)
- Planning, organization, problem solving, and decision-making abilities
- Can be trusted to maintain confidential information
- Process-orientation and process improvement mindset; actively committed to continuous improvement
- Good Communication and Customer Service orientation; sense of ownership
- Shifting work schedule might be required depending on the critical deliverables and the urgent requirements of countries supported
- **HR Information System experience** required (at least 1 year in Workday)
- Intermediate level skills in Microsoft Office Suite
- Experience working in an HR Shared Services environment
- Excellent communication skills
- Strong team player with a passion for working in a global HR environment

How You Can Thrive at Alcon:

- Opportunity to work in a best-in-class organization in Medical Devices/Equipment sector
- Opportunity to work in a high-paced agile environment
- Work with people who are passionate about delivering outcomes and a culture of simplification and ownership
- Truly international environment and daily interactions with colleagues from all over the world
- Attractive benefits package (private medical care, group insurance, lunch card,

transportation allowance, pension plan, Multisport/cultural card, free Alcon products for you and your significant other)

- Permanent employment contract, attractive base salary and annual bonus
- Flexible hours and hybrid work possibilities
- Brand new office in Marynarska 15, Warsaw, with a lot of facilities inside

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