

HRIS Administrator (SuccessFactors)

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Company: Novocure

Location: Poland

Category: other-general

Novocure is a global publicly-traded commercial-stage oncology company developing a profoundly different cancer treatment therapy called tumor treating fields (TTFields) for patients with solid tumors. TTFields therapy is a non-invasive, novel, antimetabolic treatment modality which utilizes proprietary technology attempting to slow or reverse tumor progression by inducing tumor cell death. Novocure's commercialized product, Optune, is approved for the treatment of adult patients with glioblastoma (GBM) in the USA, Europe and Israel. Novocure has ongoing or completed clinical trials and is further expanding its efforts into several other solid tumor indications - non-small cell lung cancer, pancreatic cancer and other types of solid cancers.

Novocure Poland is our newest office in Europe and you will be part of a global business services team supporting multiple business functions including finance and payroll and located in Krakow. The global business services organization within Novocure Poland is critical to Novocure's efforts to drive process efficiency, standardizations and drive greater business value as the company prepares for future growth.

To support our team in Krakow, Poland we are looking for an:

HRIS Administrator (SuccessFactors)

In this role as HRIS Administrator, you will oversee and maintain optimal function of our global HRIS SAP SuccessFactors system, which may include installations, customization, development, maintenance and upgrade to applications, systems and modules.

This is a Temporary position for 12 months.

Your responsibilities:

Oversee and maintain optimal function of the global HRIS

Provides technical support, troubleshooting and guidance to HRIS users

Collaborates with leadership and HR personnel to identify system improvements and enhancements, recommends and implements solutions

Manages permissions, access, personalization and similar system operations and settings for HRIS users

Programs custom functions and documentation such as automated queries, filters, macros and reports

Compiles and assists with the acquisition of complex data reports, summaries and logs for senior leadership and HR personnel

Serves as lead representative and liaison between HR, information services, external vendors and other stakeholders for HRIS design and implementation projects

Supports the HRIS function globally

Ensures system compliance with data security and privacy requirements

Maintains knowledge of trends and developments in HRIS providers, vendors and technology

Works with support partner to log tickets and troubleshoot issues

Oversee the management and completion of small to midsize projects related to system enhancements

Conducts knowledge sharing sessions with regions

Your profile:

Bachelor's Degree in business, communications, or related field preferred

3+ years previous experience working in human resources or HRIS administration preferred

Prior Experience with SAP SuccessFactors is required

Training Administration with any Learning Management System experience is a plus

Excellent oral and written communication skills

Detail oriented and works with a high degree of accuracy

Strong analytical and problem solving skills

Highly organized and flexible

Ability to multitask and meet challenging deadlines

Must be self-directed and able to complete projects with limited supervision

Highly ethical and can manage confidential and sensitive information

Fluent in English

Benefits :

Financial

Life Insurance

Lifestyle

Multisport card

Health

Private Medical care

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