

## HRIS Analyst

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Company: DSV

Location: Warsaw

Category: business-and-financial-operations

### Time Type:

Full Time

**PLEASE REMEMBER TO CLICK APPLY BUTTON AFTER SAVING YOUR PROFILE TO COMPLETE YOUR APPLICATION PROCESS.**

Would you like to help us set the scene for DSV's global HR tool in close collaboration with our stakeholders? Do you have experience with supporting the organization with utilizing SAP SuccessFactors? Then join us to make your mark on our growth journey. You will work together with stakeholders at various levels and across the global DSV organization. SAP SuccessFactors has been rolled out to over 75,000 employees with fourteen payroll integrations so far. Currently our modules contain Employee Central, Time off, Onboarding, Recruitment, Recruiting Marketing, Performance Management and Succession. We have an ambitious plan to onboard more countries and implement more payroll integrations in the upcoming years.

As a member of the Global HRIS team your major responsibilities will be:

Provide Tier 1 helpdesk support for DSV Employee Central (DSV's Global HRIS that is powered by SAP SuccessFactors).

Mass upload of employee data.

Manually update employee data in large scale.

Helps maintain data integrity in systems by creating reports and analysing data.

Create and carryout various audits to ensure master data in is compliance with DSV policies and governance.

Partner with Managers or HR Partners to correct data while providing education on the DSV policies and DSV Employee Central functionality.

Locate and define new process improvement opportunities.

Interpret data, analyse results using statistical techniques and provide ongoing reports.

This position will have additional project and administrative duties as assigned.

Required Skills:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

**Problem Solving:** Efficiently identifies and resolves problems.

**Planning/Organizing:** Prioritizes and plans work activities, possesses strong organizational skills.

**Quality Control:** A strong attention to detail in reporting processes is critical in this role

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect, follows through on commitments.

**Initiative:** Asks for and offers help when needed; is results driven.

**Confidentiality:** Ability to maintain the highest level of discretion and confidentiality.

**Collaboration:** Ability to influence, motivate, and collaborate with others.

Education and Experience:

Bachelor's Degree in business, human resource management, information technology, or related area of study required.

Familiar with standard concepts, practices, and procedures within the Human Resources field (including Payroll, Recruiting, Onboarding, Benefits, Performance Management, and Training).

Minimum of three (3) years' experience in HR related systems administration (SAP

SuccessFactors preferred), payroll processing, functional support, and enhancement development required.

Advanced skills in MS Excel.

Languages:

Proficient Level of English (spoken & written)

**What we offer:**

Employment contract

Private medical care

Comprehensive onboarding program

Buddy

Work-life Harmony

Modern eco-office

Comfortable ergonomic office

Scandinavian work culture

Internal training catalogue

Culture of feedback

Internal transition program

Holiday gifts

Sport groups

Bike parking

**DSV – Global transport and logistics**

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