

## Learning and Development Specialist

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Company: B. Braun Business Services

Location: Lublin

Category: other-general

The Learning and Development Specialist is responsible for solving queries which require specific HR knowledge and higher degree of policy interpretation. They focus on administrative / transactional tasks in Talent and Learning HR functional areas.

### Duties and responsibilities

Promotes efficient and effective delivery of Talent and Learning processes (e.g. talent processes such as PMGM and SUC; training administration, performance management administration) by solving complex inquiries that require specific HR knowledge and/or higher degree of policy interpretation,

Provides timely, accurate and value-adding answers to complex HR-related local or global queries from employees and business managers across the Talent management cycle and in Learning administration topics (in close alignment and collaboration with CoC and HRBPs),

Ensures contact with Center of Competence to develop and maintain a detailed knowledge of the designated processes and policies covered,

Supports talent and learning reporting (in close alignment with SSC Global Reporting Hub),

Delivers business unit/global specific training to front office,

Shares information with relevant colleagues (e.g. Front Office, Teamlead),

Interprets policy and solves problems,

Works closely with Competence Centers on pre-defined talent management and learning projects and support the execution of talent management and learning products and processes,

Supports continuous improvement of Talent and Learning processes in close alignment with CoCs and Global Process Coordinators,

Is proactively involved in cross-departmental teams and projects.

### **Professional competencies**

Professional experience in Talent Management/HR,

Knowledge of Performance and Succession Management processes,

Work experience in HR Shared Service environments (beneficial),

Knowledge and past experience of working with SAP SuccessFactors Succession and Development, Performance & Goal Management modules or other similar IT systems (beneficial),

Experience in the Pharma Industry (beneficial).

### **Personal competencies**

Quality Oriented,

Process management skills,

Analytical skills and problem-solving capability,

Organizational skills,

Excellent communication skills,

Ability to work under pressure and tough deadlines,

Cooperation skills.

### **What we offer**

Become part of a corporate culture that actively promotes constructive exchanges between colleagues, customers and partners. Work with us to improve people's lives in the long term. We can offer you interesting, varied tasks and excellent opportunities for advancement, as well as an attractive salary with extensive benefits, all within a dynamic family-owned company.

### **Benefits**

International environment and active participation in challenging projects,

Open communication at all levels of the hierarchy,

Personal and professional development,

Stable work in a friendly team,

Flexible working hours,

Possibility to work in the combined stationary and home-office modes,

Training and integration events,

Multisport card.

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