

# Poland Jobs Expertini®

## P&ED Specialist - Benefits (maternity cover)

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Company: Philip Morris International

Location: Poland

Category: business-and-financial-operations

\*Please, note it's maternity cover 18-months contract. MAKE HISTORY WITH US! At PMI, we've chosen to do something incredible. We're totally transforming our business, and building our future on smoke-free products with the power to deliver a smoke-free future. With huge change, comes huge opportunity. So, wherever you join us, you'll enjoy the freedom to dream up and deliver better, brighter solutions and the space to move your career forward in endlessly different directions. JOIN US! WHO ARE WE LOOKING FOR? •2-3 years of experience in an international environment delivering customer/compensation & benefits/payroll/HR services •University degree and proficiency in English language (written and oral), communicative level of French is a plus •An independent problem solver with good ability to set priorities •Customer centricity, strong collaboration with good communication skills and a good eye for details and ability to meet challenges head on •Advanced MS Excel user •Knowledge of SAP or other HR system be an asset WHAT WE OFFER YOU? •Private medical and dental care, life insurance •Subsidized meals in company canteens or Sodexo card •Hybrid model work opportunity and flexible working arrangements •Employee pension plan •Multisport program •Cafeteria program with various benefits •Wide range of trainings, optional language classes, further education and professional qualification support possibility •Free bike and car parking for all employees HOW CAN YOU MAKE HISTORY WITH US? •Administer our Benefits programs: enrollment, renewal, cancellation, preparation of attestations, review and approve invoices •Maintain and audit benefits relevant data in the system •Provide value added support in the area of benefits to employees, other teams and stakeholders •Prepare and launch efficient and engaging

communications to employees and stakeholders related to benefit programs•Manage knowledge and content: create, review and update Operational Manuals or benefits related content and knowledge articles available to our employees Please apply by 30th April .All candidates will be informed about the status of their application.

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