

People Services Specialist with German

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Company: Ricoh Business Services

Location: Gdańsk

Category: business-and-financial-operations

About our client:

A Japanese multinational imaging and electronics company which was founded in 1936. Our client provides sales, support, production, and research and development operations in nearly 180 countries. It has its world headquarters in Tokyo, Japan and regional headquarters in Japan, the Americas, Europe, China, and the Asia-Pacific.

The company offers devices for office and production printing, document management systems, video communication systems, interactive whiteboards, projectors, IT services and cameras.

The shared services centre office in Gdańsk was opened in 2017 and is providing the expert support to the EMEA market.

They offer a hybrid mode of work – **2 days at the office and 3 days of work remotely**, which ensures better communication and allows to build good team cooperation.

Tasks

We are searching for a:

People Services Specialist with German

The People Services Specialist administers the processes and executes administrative tasks required to support the employee lifecycle activities and respond to HR queries. This role contributes to a People Services operation which creates an outstanding employee experience.

Main responsibilities are:

Administration of employee records and contracts, leave process.

Acting as primary point-of-contact for HR inquiries (via phone, chat, and case management tool), identifying and delivering solutions to employees and manager.

Supporting the HR function and business lines by providing assistance to employees with their day-to-day HR-related requests and questions.

Supporting the management of the HR system.

Measuring and reporting to identify areas of improvement and informs solution recommendations.

Assists with implementing new onboarding programmes.

Supports Onboarding policy / process / learning material creation.

Requirements

What we are looking for in you:

In order to be successful in this position you need excellent command of English and German language. Experience in HR administration or similar areas related to processes or operations is necessary. Experience in an SSC environment would be an additional value. Knowledge of systems such as SAP Success Factors or Work Day would be appreciated.

Benefits

We offer benefits such as:

Standard benefit package (Multisport, Luxmed, private life insurance, benefits cafeteria)

Work in a hybrid model (2 days/week in the office)

Annual bonus system

Language programs (Learnlight)

A rich package of training courses

Bonuses and additional days off based on tenure

Referral program

An office in a great location

Wellbeing sessions

Hays Poland sp. z o.o. jest agencją zatrudnienia zarejestrowaną w rejestrze prowadzonym przez Marszałka Województwa Mazowieckiego pod numerem 361.

Hays Poland sp. z o.o. is an employment agency registered in a registry kept by Marshal of the Mazowieckie Voivodeship under the number 361.

Ricoh is a global technology company that has been transforming the way people work for more than 80 years. We empower companies and individuals with services and technologies that inspire innovation, enhance sustainability and boost business growth.

THE RICOH WAY is our global corporate philosophy and it provides the framework and identity for our organization. As the world continues to globalize at an accelerated pace, having a coherent and consistent set of values across our organization provides clear guidance that underpins decision making and addressed the complex issues and challenges that our customers face.

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Cross References and Citations:

- 1. People Services Specialist with German Accounting**[jobsnearmeJobs Gdańsk Accountingjobsnearme](#)
- 2. People Services Specialist with German Programming**[jobsnearmeJobs Gdańsk Programmingjobsnearme](#)
- 3. People Services Specialist with German Supervisor**[Jobs GdańskSupervisorjobs](#)
- 4. People Services Specialist with German Philadelphia**[jobs Jobs Gdańsk Philadelphiajobs](#)
- 5. People Services Specialist with German Europa**[jobscentral Jobs Gdańsk Europajobscentral](#)
- 6. People Services Specialist with German Tech**[giantcareersJobs Gdańsk](#)

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