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Internship, HR Operations Administrator

Job Purpose

To provide an HR support function, at HR Administrator level, within a shared service environment to support the European Organisation with systems, data integrity, data management. This will involve becoming a Super-User of the Peoplesoft HR database, Oracle Recruit, Oracle Learn, HR Programs & HR administration ensuring that transactional changes/updates are recorded accurately and efficiently.

Responsibilities

- General administration, support and reporting:
- Requisitions; contact managers to receive details of a position, receive data and submitting the requisitions, follow up
- Candidate Management; follow up with Hiring manager and local HR to support their need into the system (Oracle Recruit) and progress candidate/close requisitions in a timely manner.
- PeopleSoft; Administration in PeopleSoft and Run reports on request
- Oracle Learn; administer, create and push trainings. Create attendance and status reports as needed. Log attendance sheet into the system insuring integrity of the data.

Requirements

Good working knowledge of Microsoft Office

Excellent communication skills

Excellent organization skills

Numerate

Verbal and written communication skills fluent in English.

I would be more than happy to offer you additional information on this opening!

Chiriac Camelia | Talent Acquisition Lead | Cluj Site Shared Services

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