

HR Operations Analyst – Senior Process Associate – German - Hybrid Bucharest

With a startup spirit and 90,000+ curious and courageous minds, we have the expertise to go deep with the world's biggest brands—and we have fun doing it! We dream in digital, dare in reality, and reinvent the ways companies work to make an impact far bigger than just our bottom line. We're harnessing the power of technology and humanity to create meaningful transformation that moves us forward in our pursuit of a world that works better for people.

Now, we're calling upon the thinkers and doers, those with a natural curiosity and a hunger to keep learning, keep growing. People who thrive on fearlessly experimenting, seizing opportunities, and pushing boundaries to turn our vision into reality. And as you help us create a better world, we will help you build your own intellectual firepower.

Inviting applications for the role of **HR Operations Analyst – Senior Process Associate – German - Hybrid Bucharest!**

The HR Operations Analyst will have an important role in the wellbeing of the business. He ensures the readiness of the employees and their employment lifecycle in the company. The core asks include:

Responsibilities

- Act as the first level support for HR operations
- Create and keep the employee records/files updated in hard copy and electronic version
- Issue various documentation (employee certificates, offer letters, addendums to contracts of employment etc.)
- Run employment reports, prepare analysis and stats for internal use and as request by local authorities
- Prepare and organize the HR Induction sessions for new hires
- Handle all HR transactions in time for payroll
- Work closely with the Country HR to ensure the integrity of the data
- Enforce HR processes and provides end user support
- Adapts, modifies, and updates administrative methodologies, practices and procedures
- Communication to and education of employees regarding global HR policies, processes, and systems
- Supports HR managers, Line managers and employees with regards to HR admin activities
- Qualifications we seek in you!

Minimum qualifications

- Has education or experience relevant to functional area of Human Resources

Preferred qualifications

- High learning agility and the courage to put forward a point of view – even when data is scarce – and setup iterative loops to learn and finetune as we go forward
- Strong problem-solving skills and the ability to work with data to generate insights
- Strong Excel/technical skills to understand, read and comprehend data
- Good communication skills visible in writing and conversations
- Self-starter who needs minimal management oversight to perform day to day responsibilities
- Workday experience

What can we offer?

- Attractive salary
- Stable job offers - employment contract
- Work in a multicultural and diverse environment with employees from over 30 countries
- Genpact supports professional trainings and great career development opportunities
- Free access to our award-winning learning platform
- Benefits such as Meal Tickets, Medical Services, Insurance, additional vacation days or partner discounts

Genpact is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion or belief, sex, age, national origin, citizenship status, marital status, military/veteran



status, genetic information, sexual orientation, gender identity, physical or mental disability or any other characteristic protected by applicable laws. Genpact is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation. For more information, visit www.genpact.com. Follow us on [Twitter](#), [Facebook](#), [LinkedIn](#), and [YouTube](#).

Applications can be submitted here:

<https://genpact.taleo.net/careersection/jobdetail.ftl?job=LIF010586&lang=en>