



## JUNIOR HR SPECIALIST

**Capgemini** is a global leader in partnering with companies to transform and manage their business by harnessing the power of technology. It is a responsible and diverse organization of 350,000 team members in nearly 50 countries. Capgemini Romania is building tech savvy teams in Bucharest, Brasov, Cluj and Iasi. With its strong 50 year heritage and deep industry expertise, Capgemini is trusted by its clients to address the entire breadth of their business needs, from strategy and design to operations, fueled by the fast evolving and innovative world of cloud, data, AI, connectivity, software, digital engineering and platforms.

### Purpose of the Position:

- Maintaining employee records, Updating employee records data
- Providing administration support to the recruitment process
- Updating staff records onto the HR system
- Filing confidential HR documentation
- Providing general administration , support in processing payroll, maintaining payroll records for auditing
- Maintain company benefits
- Managing electronic timekeeping systems or manually collecting and reviewing timesheets
- Providing information and answering employee questions about payroll-related matters
- Create and maintain HR tools and systems to ensure proper data entry, integrity and accuracy
- Partner with the business to ensure the HRBP's receive up to date analytical information regarding employee life cycle

### Good to have:

- Bachelor degree in HR, Computer Science or business administration
- Experience in multinational working environment desired
- Excellent MS Office Skills
- Excellent communication, reporting and presentation skills

- Strong customer service orientation, problem solving skills and ability to work independently
- Ability to follow procedures and sequential processes
- Critical thinking skills to analyze/ review orders and drive process efficiencies
- Team player and strong interpersonal skills
- Proven ability to work on own initiative

### **Benefits:**

- Flexible working environment within a dynamic team.
- Access to various training programs and platforms (e.g.: content provided by Pluralsight, Harvard and Coursera).
- Attractive benefits package (meal tickets, medical services, gym discounts).
- ESPP(employee stock purchase program)
- Opportunity to work with Top Clients on large projects.
- Continuous learning and improvement activities.
- Dynamic, international working environment.
- Long term career development programs.

**Application deadline:** 1st September 2023

**Location:** Bucharest

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