

HR Analyst I (Digital records)

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As part of the Thermo Fisher Scientific team, you'll discover meaningful work that makes a positive impact on a global scale. Join our colleagues in bringing our Mission to life every single day to enable our customers to make the world healthier, cleaner and safer. We provide our global teams with the resources needed to achieve individual career goals while helping to take science a step beyond by developing solutions for some of the world's toughest challenges, like protecting the environment, making sure our food is safe or helping find cures for cancer.

Our colleagues in HR Operations / Colleague Services strive for excellence in every task, at every moment. We show willingness changers seeking improvements to processes and more efficient ways of working or adapting to changing environments. As part of our Digital Records team, you will use best-in-class technologies and build broad exposure to our business. The pace is fast and the challenges are exciting. Your career here is what you make of it.

HR Analyst I (Workday Support) summary:

As the **HR Analyst I**, you would provide support to the global HR function, gathering, compiling, and maintaining HR-related information and preparing various reports and documents.

Job Responsibilities:

- Manage the lifecycle of contingent workers, including the creation and upkeep of worker and supplier records.
- Provide support for Workday transactions and maintain data integrity by managing Workday inbox tasks, and cases in ServiceNow.
- Assist colleagues and managers in maintaining Learning Management System (LMS) data.
- Audit and support HR Security and critical data structures in Workday to ensure accuracy and compliance.
- Collect, organize, and update HR-related information, preparing & scheduling reports as needed.
- Contribute to Workday projects by conducting thorough testing.
- Address employee inquiries effectively through the Case Management system to uphold high customer satisfaction and adhere to service level agreements.

Required qualifications and experience:

- High/Secondary School education or equivalent and relevant formal academic/vocational qualifications.
- Bachelor's degree is preferable
- Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to 1-2 years), or equivalent combination of education, training & experience.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office programs
- Good organizational and time management skills.
- Experience with Workday and ServiceNow
- Ability to coordinate multiple tasks while still delivering high-quality results.
- Good written and oral communication skills.
- Basic understanding of Human Resources programs, practices, and regulations/legal requirements for applicable region
- Positive attitude and ability to work well with others
- Ability to handle confidential information appropriately and high attention to detail.
- Proficiency in English
- Shared service experience with experience in ticketing systems is an advantage.
- Advanced knowledge of a second foreign language would be considered an advantage.

What we offer:

- Learning and development programme, ensuring you reach your potential.
- Extensive benefits package based around the health and well-being of our employees.
- Competitive salary.
- Flexible working culture with work-life balance and possibility for remote working.
- Collaborative and friendly environment.
- Global exposure and opportunity to work on international assignments.

At Thermo Fisher Scientific, each one of our 100,000 extraordinary minds has a unique story to tell. Join us and contribute to our singular mission—enabling our customers to make the world healthier, cleaner and safer.

Our Mission is to enable our customers to make the world healthier, cleaner and safer. Watch as our colleagues explain 5 reasons to work with us. As one team of 100,000+ colleagues, we share a common set of values - Integrity, Intensity, Innovation and Involvement - working together to accelerate research, solve complex scientific challenges, drive technological innovation and support patients in need. #StartYourStory at Thermo Fisher Scientific, where diverse experiences, backgrounds and perspectives are valued.

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