

HR Analyst I

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At Thermo Fisher Scientific, you'll discover meaningful work that makes a positive impact on a global scale. Join our colleagues in bringing our Mission to life - enabling our customers to make the world healthier, cleaner and safer. We provide our teams with the resources needed to achieve individual career goals while taking science a step beyond through research, development and delivery of life-changing therapies. With clinical trials conducted in 100+ countries and ongoing development of novel frameworks for clinical research through our PPD clinical research portfolio, our work spans laboratory, digital and decentralized clinical trial services. Your determination to deliver quality and accuracy will improve health outcomes that people and communities depend on - now and in the future.

Our colleagues in our HR division strive for excellence in every task, at every moment. We are game changers seeking improvements to processes and more efficient ways of working or adapting to changing environments. As part of our HR 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

The **HR Analyst I** provides administrative support to the local and global HR function; gathering, compiling and maintaining HR-related information and preparing various reports and documents.

Major Job Responsibilities:

- Processes various forms such as HR change forms, performance appraisals, benefit forms, unemployment claims, and other confidential forms and records.
- Maintains personnel files for assigned location(s), ensuring timely and accurate processing and filing of forms.
- Gathers, compiles and maintains HR-related information and prepares various reports and documents.
- Handles employee enquiries in the Case Management system with the goal to ensure a high customer satisfaction and work in line with the service level agreements.

To be considered for this role, you should have the following qualifications and experience:

- High/Secondary School education or equivalent and relevant formal academic/vocational qualifications.
- 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
- Experience with Time & Attendance and absence management systems is an advantage

- Experience with HR database platforms (SAP, Workday) is an advantage
- Shared service experience with experience in ticketing systems
- Good organizational and time management skills
- Ability to coordinate multiple tasks while still delivering high quality results
- Good written and oral communications skills
- Ability to interact effectively with all levels of the organization and outside vendors
- Basic understanding of Human Resources programs, practices and regulations/legal requirements
- Positive attitude and ability to work well with others
- Ability to handle confidential information appropriately and high attention to detail
- Fluent English and Bulgarian
- 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.

Our Mission is to enable our customers to make the world healthier, cleaner and safer. 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 with PPD, part of Thermo Fisher Scientific, where diverse experiences, backgrounds and perspectives are valued.

Apply today! <http://jobs.thermofisher.com> Thermo Fisher Scientific is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.