

## HR Analyst with English (Colleague Services)

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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.

We are seeking an outstanding individual to join our team as an HR Shared Services Representative (Temporary cover). As a leading company in the field of Human resources, we are dedicated to making a positive impact on a global scale. By enabling our customers to make the world healthier, cleaner, and safer, we are working towards a better future.

In this role, you will have the opportunity to work with world-class technologies and gain exposure to various aspects of our business. You will be responsible for delivering flawless HR lifecycle administration activities within our HR EMEA Shared Service Centre. As a member of our Colleague Services team, you will contribute to our growth and build HR experience with a global organization.

### Key responsibilities:

- Provide first-line HR administration support related to employee benefits, time & attendance.
- Deliver service support through our online Colleague Service center, including employee cases and live chat.
- Maintain process maps, resources, manuals, and procedures for assigned countries.
- Ensure administrative compliance with local regulations and authorities.
- Support local HR partners with ad-hoc requests.
- Review, validate, and approve vendor invoices.
- Generate HR management information reports.
- Ensure case management targets are achieved to support our colleagues in important moments.
- Maintain accurate filing and storage of employee data.
- Promote the HR self-service culture.

- Contribute to business/functional projects by improving processes and enhancing the colleague experience.
- Work with HR platforms including Workday, Service Now, and Darwin Benefits systems.

**Requirements:**

- Previous experience in Benefits, HR, or Customer Services is preferred.
- Ability to interpret and communicate HR policies and procedures with an eye for process improvement.
- Strong communication skills to deliver an outstanding customer experience.
- Passion for learning and working as part of a team.
- Good listening skills and diligence.
- Ability to maintain a positive outlook and prioritize workload.
- Proficiency with Microsoft Office Suite.
- Experience using HRIS database and reporting applications is desirable.
- Fluency in English language skills.

**What we offer:**

- Learning and development programme, ensuring you reach your potential.
- Extensive benefits package based around the health and wellbeing of our employees.
- Competitive salary.
- Flexible working culture with work-life balance.
- 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.