

HR System Analyst – Permanent

Location: Paço de Arcos – will be in remote while Covid restrictions are in place

Starting Date: As soon as possible

Company Overview

NetJets is the world's largest private jet company, offering fractional aircraft ownership, private jet leases, and private jet card programs.

To know more about NetJets visit our website: <https://www.netjets.com/en-us/> and have a look at our company video in YouTube: https://youtu.be/7o2Xr7PP_IE

Purpose of the position

As a HR System Analyst you will responsible is to serve as the primary point-of-contact for the day-to-day management of HR system processes and transactions, tier-2 level employee questions, data requests, and reporting needs for the HR Department and other stakeholders.

Responsibilities

- Support the NJE team in driving continued adoption of the HR ERP system and processes according to NJE/EJME specific business requirements;
- Assist in the support and maintenance of one or more modules within the global HCM platform, ensuring compliance with internal policies and procedures;
- Assist in key reporting and analytics projects required by HR team and leadership engaging data source owners and delivering against expectations;
- Assist in the creation and maintenance of HR metrics, dashboards, and end user reports.
- Ensures accuracy of data through routine data audits and validation to identify discrepancies and missing data;
- Assist in keeping the NJE HR team informed of upcoming changes and releases – help train as needed on process changes,
- Provide end user training and guidance as needed;
- Be the point of contact on system outages and maintenance;
- Liase with US team to recommend solutions or alternate methods to meet requirements EU related policies, laws, regulations, etc.
- Research and resolve system problems and unexpected results or process flaws.

Experience Required

- IT University Degree or other related field of study;
- Strong understanding of HR practices and processes;
- 2-3 years of experience with HR Information Systems and SAP SuccessFactors or other cloud-based HCM platform is preferred;
- Fluency in Business English (written and spoken).
- Proficiency in MS Office.

Please apply via our website: <https://careers.netjets.com/europe/job/Pa%C3%A7o-de-Arcos-HR-System-Analyst-%28NJE%29-2774-550/702274200/>