

Turkey Jobs Expertini®

905.01 Employee Relations Specialist

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Company: Astera

Location: İstanbul

Category: healthcare-practitioners-and-technical

Employee Relations Specialist Careers that Change Lives This role will serve as the Employee & Labour Relations (ELR) Partner for Turkey, West Asia & Levant where you will work directly with Senior leaders, managers, and employees to provide advice and coach both parties on all employee relations issues including guidance on performance management, disciplinary processes, restructuring activities, employment legal issues, investigations, conflict management. Would you like to work for a market leader, an international healthcare company? Do you consider you have the right experience for an Employee Specialist role? If yes, then send us your resume and enter the recruitment process right away! **A Day in Life** Perform effective case management of people related issues such as: ER issues, disciplinary actions, legal issues (harassment, discrimination, etc.), performance improvement (including Performance Improvement Plans and Coaching plans), involuntary terminations, policy interpretation and investigations. Consult and coach leaders, on employee relations, performance improvement, restructuring. Partner closely with the HR Business Partner and other Centers of Expertise (CoEs) on organizational effectiveness issues spanning all levels within the organization related to ER. Provide advice and counsel to leaders on employment related practices, policies, and employment laws. Provide counsel and facilitate prompt and effective resolution of workplace conflict to address issues for employees, managers, and leaders in a manner consistent with company policies, practices, and legal considerations. Utilize various conflict management techniques, including training, mediation, conflict coaching, etc. Perform data entry and update of the ER Case Management System (ServiceNow) in a timely manner to support the ability to generate

accurate, real-time reports/dashboards in a centralized system. Play a key leadership role in planning and executing restructuring initiatives, reduction in force, resulting in employee transitions. Partner with Legal & Compliance in conducting investigations, research policies/practices, creates and gathers documentation, makes recommendations, and implements in handling resolutions when applicable. Maintain strict confidentiality throughout conversations and investigations. Manage highly confidential human resources information and exercises sound judgment or working with confidential data and situations, whilst effectively navigates a highly matrix environment ensuring alignment, regular communication and follow-up with multiple stakeholders as required. Must Have Ability to communicate effectively (oral/written) in Turkish and English Proven organization skills and ability to prioritize and manage multiple projects or cases Demonstrated ability to interpret HR policies and procedures as well as, country legislation Demonstrated ability to provide proactive partnership to leaders Demonstrated collaboration and influencing skills Proven ability to work creatively and analytically in a problem-solving environment Proven objective decision-making, judgement and issue resolution skills High attention to detail Strong ethical standards Work in a fast-paced multinational environment Min 3 years experience in a similar position For this role, you will be expected to be in Istanbul ,Turkey

4-5 years

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