

Turkey Jobs Expertini®

HR Operations Specialist

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Company: Align Technology

Location: Şişli

Category: other-general

About this opportunity

As an HR Operations Specialist, you play a key role in the administration and operationalization of HR policies and programs, ensuring flawless execution and support to our employees, managers and HR Team. Your experience and expertise are instrumental in ensuring compliance and identifying processes improvement opportunities to enhance HR operations workflows that support the organization. In this role, you will...

Manages, tracks, and reports progress on employee and manager inquiries issue resolution using the HR case tracking tool (Zendesk). Administers employee benefits, which may include collecting and submitting employee information and notice of change in status to pension, health, dental, life, disability, and other insurance vendors or brokers.

Responsible for payroll input and feedback submission for the assigned countries. Supports and coaches employees on HR processes and guidelines, including benefits administration, leaves of absence, payroll inquiries/coordination and employee paperwork. Manages aspects of HR administration, such as personnel data, documentation, and ensuring data is always maintained at highest level of accuracy and confidentiality within our HR systems, and in particular in Workday. Conducts and assists business functions with record audits, compliance reviews or mandatory or recurring reports. Identifies and runs ad-hoc reports as necessary to provide data analysis. Identifies process gaps in liaison with Payroll and the HR Team and escalate them within the team. Contributes with HRBPs and Payroll on employment-related matters. May contribute to New Hire Orientation or specific HR Ops/Workday training for the assigned countries. Serves as a back-up for other team members' countries. Regularly

updates employee life and career content on internal HR Operations SharePoint for assigned countries and processes. In this role, you'll need ... Bachelor's degree, preferably in Human Resources or Business Administration, and 2-4 years of related HR experience. Proficiency in HRIS systems and data analysis (Workday preferred). Fluent in Turkish and English Strong understanding of HR processes and policies and knowledge about employment legal framework. Excellent problem-solving skills and ability to navigate complex situations. Excellent customer service skills to service employees. Ability to train others. Excellent communication, both written and verbal, and interpersonal skills. Ability to maintain confidentiality and handle sensitive information. Strong organizational skills and attention to detail. Ability to prioritize tasks in a fast-paced environment.

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