

Human Resources Specialist

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Company: Michael Page

Location: İstanbul

Category: other-general

Supports managers and employees in the application of HR policies and practices, provide advice and guidance on HR issues.

Be the point of entry for any employee who requires assistance on HR matters or have HR related grievances.

Keep a pulse on the organization through measurement and monitoring of the needs of employees and the managers.

Executes the recruitment and leave processes for the designated departments.

Makes sure job descriptions for all employees are completed and filed.

Follows-up HR metrics, prepares ad-hoc reports & presentations when necessary.

Follow-up employee leaves of absences, and track records.

Handles critical personnel and company information with the highest degree of discretion to ensure integrity and confidentiality.

Ensure HR systems functioning properly.

Array

Minimum 2 years of experience in human resources function,

University Degree, MBA degree is an asset,

Proactive, detail oriented and able to work both as part of a team and individually,

Can work under pressure, is conscientious about deadlines and meeting them,

Good communications skills, written and oral; empathic personality,

Strong desire to learn and ability to work with multi-tasking,

Can relate to people at all levels of an organization,

Strong 'customer first' focus,

Self-Motivated and performance driven,

Numerate and analytical,

Good MS Office applications knowledge,

Proactive, with keen ability to anticipate needs and responsive on timely,

Flexible and adaptable; ability to shift focus and priorities easily and quickly,

Highly organized, with consistent follow-through; ability to multi-task and effectively balance priorities,

Demonstrate 'can do' attitude,

Fluency in English.

Our client is one of the leading Global Pharmaceuticals companies.

For their future development plans, we are looking for a:

Human Resources Specialist

Join a fast growing Pharmaceuticals Company.

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