

Argentina Jobs Expertini®

HR Specialist in Argentina

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Company: IQVIA

Location: Buenos Aires

Category: other-general

As an **HR Specialist**, you will support the continuous improvement of the HR function through development and implementation of HR programs in Argentina.

With guidance, provide HR support to employees and management across assigned service areas, business units or departments.

Provide support and guidance to other members of the HRBP, HRPT & HRSS in their day-to-day operational roles.

Essential Functions

- **Benefits Administration.** Make sure the process is being applied as it was expected, work with Comp&Ben to implement new benefits, implement activities from our vendors for our employees, coordinate benefits for different occasions.
- **Employee Relations.** Conduct ad hoc reviews as directed, with guidance, and propose recommendations in handling employment legislation, compliance, HR systems, practices and procedures. With guidance, provide support and education to line management.
- Support the process of new employee orientation (Onboarding) where appropriate and offboarding as well.
- Participate as assigned in working with senior HRPT members for the day-to-day development and implementation of new local and global HR initiatives. Participate in a project to identify trends, patterns, gaps, opportunities of improvement locally. Be part of the well-being program as an ambassador.
- Develop strong and effective team relationships with HRBP's, functions/Centers of

Excellence, e.g., HRSS, Finance Payroll.

- Operate as first point of contact for HR related queries and work in conjunction with senior members of the HR team and line management on issues.

Qualifications

- Bachelor's Degree in Human Resources, Labor Relations or Business Administration.
- Around 2.5 - 3 years of experience within an **HR function** as a generalist or combination of generalist and specialist experience.
- Sound knowledge of **local (Argentina)** and relevant employment **legislation** .
- **Advanced** level of **English** skills (written and oral) is a must.
- Good problem-solving, judgment and decision-making skills, Strong attention to detail and Strong verbal and written communication skills
- Very high degree discretion and confidentiality
- Ability to establish and maintain effective working relationships with coworkers, managers and clients.
- Process improvement mindset.
- Strong computer skills, including Microsoft Office applications and HRSS applications (Workday preferred).

Location: CABA, Buenos Aires, Argentina

Hybrid model.

#LI-Hybrid #LI-NRJ

IQVIA is a leading global provider of advanced analytics, technology solutions and clinical research services to the life sciences industry. We believe in pushing the boundaries of human science and data science to make the biggest impact possible – to help our customers create a healthier world. Learn more at

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