

Argentina Jobs Expertini®

People Services Advisor

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Company: dentsu

Location: Buenos Aires

Category: computer-and-mathematical

The purpose of this role is to deliver transactional and specialist HR services to one market or a number of local markets. The Advisor/Administrator has a full understanding of how the services operate across teams and demonstrates flexibility and adaptability by working virtually within the team, using digital tools to connect, engage and collaborate with employees.

Job Title:

People Services Advisor

Job Description:

Key responsibilities: Provides employees, managers and HR Business Partners exceptional standards of customer services across a wide range of HR activities and processes Ensures standardised HR processes are effectively implemented and services are delivered in a consistent and common way across different markets Provides service related activities including Workday data entry, HR document management, updates to internal tools and databases, responding digitally to a wide variety of employee queries Monitors the completion of queries from markets and continually identifies opportunities to improve processes and services against Service Level Agreements, reviewing your own performance on a regular basis and in collaboration with the team Collaborates with other administrators within your team to deliver KPIs and high-quality services that are compliant with global standards and meet business expectations Build your knowledge of local customs and employment laws, applying this to improve delivery of services across your markets and ensure processes remain compliant with local regulatory/statutory requirements

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