

**HR Time and Absence Expert (m/f/d)**

**CONFIDENTIAL**

## **1. Company**

Our client is a global player in the pharma industry which helps to simplify progress in life science research and the biopharmaceutical industry to translate scientific findings into new therapeutics faster and more efficiently. About 11,000 employees at more than 60 production and sales locations worldwide are committed to this vision. Their current turnover is about 2 billion Euros and the plan is to double the sales revenue approximately every five years and expects to grow its global team to approximately 15,000 people in 2025.

## **2. Vacancy**

HR Time & Absence Expert (m/f/d)

As HR Time and Absence Expert (m/f/d) you take responsibility of the continuous improvement of new time & absence solutions and data migration. You will implement new data models and systems, based on your expertise and experience in the time & absence administration.

Main Responsibilities and tasks:

- Take responsibility for the management of time and absence data
- Act as a central point of contact for data migration when introducing time and absence solutions
- Ensuring high data quality in our time systems through the usage of best practice methods is your responsibility
- Together with the international HR teams, improve and regulate the data model/quality/flow of time and absence data
- Work with global and local partners within HR to implement new solutions
- Using your expertise, you identify the need for process improvements and develop potential solutions that add value for our clients
- Elaborate on global projects using the implementation of cloud systems for advanced time administration
- Major project administration to standardize time management and payroll globally – Take over the lead for the German implementation

Location: HQ in Central Germany, home office option (max. 50%)

### **3. Qualification and Profile**

- Successfully completed studies degree, ideally in Management, Business Administration, Mathematics, Informatics, or comparable qualification
- Perennial professional experience, ideally with focus on Time & Absence Platforms
- Advanced knowledge of Workday, SAP HCM and MS-Office (especially Excel)
- Experience in complex, international projects and intercultural teams
- High quality awareness and assertiveness
- Fluent written and spoken English
- You identify with our values: Sustainability, openness, joy

### **4. Others**

The candidate (m/f/d) agrees to keep private all information he has become known as part of the application process, especially address, position, company name and contact person of the customer of TW CONSULT and that he will not give any information to others.

### **5. Contact**

Please forward your application including your salary expectations and notice period by mail to [application@tw-consult.com](mailto:application@tw-consult.com)

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