

United Kingdom Jobs Expertini®

HR Specialist, Employee Resource Center

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Company: TCWGlobal

Location: United Kingdom

Category: other-general

HR Specialist, Employee Resource Center W2 Contract 6+ MonthsUK, Remote£4,003.5 per monthWe are looking for an experienced HR Professional to join the Employee Resource Center. As a member of this diverse and dynamic team, you will focus on delivering an extraordinary employee experience, building positive relationships with our employees, and cultivating a company culture that emphasizes quality, continuous improvement, and high performance. What you'll be doing:Handle day-to-day operations and serve as the first point of contact for employees to address and resolve their requests, concerns and inquiries.Support our employees in times of crisis, including, but not limited to natural disasters and pandemics.Administer the Offboarding process.Provides advice, assistance, and follow-up on company policies, procedures, and documentation.Recommend process improvements, identify issues, and make suggestions as appropriate.Work closely with cross-functional HR teams to ensure the timely execution of employee transactions.Any other project work or job duties, as assigned.What we need to see:Degree in Human Resources preferred (or equivalent experience).A minimum of 4 years' Human Resources client-facing or equivalent work experience.Strong business insight and understanding of cross-functional work.Working knowledge of HR law and practices.Customer focused, responsive with a sense of urgency.Professional shared services center experience a plus.Ability to lead projects to successful completion, multi-task, and work within tight deadlines.Effective verbal and written communication skills - concise, articulate, confident; demonstrable ability to communicate and negotiate effectively with all levels of associates and management.Ability to work productively and collaboratively with team members and provide extraordinary customer

service. You will be flexible and able to quickly adjust to new priorities. Ability to develop strong partnering relationships across all levels of the organization. Demonstrate a track record of effectively organizing and executing on priorities. Ways to stand out from the crowd: HR certification a plus. Experience with immigration, relocation and HR compliance a plus.

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