

# HR Team Analyst with French - Internship Program

**Date:** 06-Mar-2022

**Location:** Cluj-Napoca, Romania

**Company:** Alstom

Req ID:227541

Leading societies to a low carbon future, Alstom develops and markets mobility solutions that provide the sustainable foundations for the future of transportation. Our product portfolio ranges from high-speed trains, metros, monorail, and trams to integrated systems, customised services, infrastructure, signalling and digital mobility solutions. Joining us means joining a caring, responsible, and innovative company where more than 70,000 people lead the way to greener and smarter mobility, worldwide.

**Your dream workplace is just one click away!**

**Alstom is looking for a [HR Team Analyst with French – Internship Program](#), who as Guardian of HR Processes & Systems will be a part of our team in Cluj Napoca.**

## **Who are we?**

We are a dynamic and vibrant company with ambitious goals

Join Alstom, a community caring about people, and therefore caring for people. 🤝

Taking care of our #employees means empowering them to achieve their own success, which is why we encourage our teams to take charge of their careers. There are numerous opportunities for international mobility and #career advancement for everyone. 🌍

## **Story from an Alstom colleague:**

*"You have arrived in a complex but fantastic team: here you will find support at any given time! Our motto is "Building bridges between people" and this is what I advise you to do: start building bridges of trust between you and your colleagues, but also between you and our employees. Build a vision of your work as wide as possible, do the extra-(S)mile, and always choose what is best for the team."*

## **Your Role:**

You will be accountable for delivering an outstanding employee and manager experience as part of our HR Operations Centre.

## **Your responsibilities:**

- Handle service requests (e.g. creation of employee documentation, payroll related queries, support in recruiting, etc) via Salesforce portal, email, chatter and/or phone and processing these using the Case Management Tool and/or relevant HR systems;
- Create and manage the employee documentation including archiving;
- Ensure SAP / HR Connect data entry of organisational management and personal administration;
- Be the HR Systems first level support;

- Handle payroll and employment related queries;
- Ensure compliance with legal requirements for processing requests (e.g. Consent to Use of Data, Security Questions);
- Follow the work instructions for the service/country relevant to the request and ensure compliance with specific policies and procedures as required;
- Keep record of all open requests and regular follow-up until their completion;
- Allocate requests with specific process/language/country requirements to the relevant colleagues as appropriate;
- Create or request supporting documents required in processing service requests;
- Run standard and ad hoc reports on request for customers and other HR Operations stakeholders.

### **Must-Have Skills:**

- Microsoft tools: Word, Excel, PowerPoint essential;
- Excellent customer and interpersonal skills;
- Positive and proactive attitude, with resilience under pressure;
- Good customer service or HR knowledge;
- Language: **French** – Advanced; English – medium/advanced;
- Education: Degree level qualification.

### **Nice-to-Have Skills:**

- SAP HR Connect/BW Reporting;
- Experience of SAP HR BW, Payroll related systems desired;
- HR qualifications an advantage;
- Experience in a relevant position.

### **Perks you'll enjoy:**

- An international team;
- Package of Benefits:
  - - 25 days of annual Holiday;
    - Meal Vouchers;
    - Life insurance;
    - Flexible Benefits at your choice (extensive medical services, dental medical services, public transportation, fuel reimbursement, private pension, holiday vouchers), a great deal to several Gyms, implemented as per the agreements and policies in place, considering the start date;
- Language bonus;
- Unlimited access to I-learn platform (Coursera, Tedx, Busuu).

**Play your part in bringing together mobility and responsibility by joining our team. Responsibility is at the heart of our culture, and we proudly lead the way to greener and smarter mobility.** 🌱 📧

Alstom is the leading company in the mobility sector, solving the most interesting challenges for tomorrow's mobility. That's why we value inquisitive and innovative people who are passionate about working together to reinvent mobility, making it smarter and more sustainable. Day after day, we are building an agile, inclusive and responsible culture, where a diverse group of people are offered opportunities to learn, grow and advance in their careers, with options across functions and geographic locations. Are you ready to join a truly international community of great people on a challenging journey with a tangible impact and purpose?

**Equal opportunity statement:**

Alstom is an equal opportunity employer committed to creating an inclusive working environment where all our employees are encouraged to reach their full potential, and individual differences are valued and respected. All qualified applicants are considered for employment without regard to race, colour, religion, gender, sexual orientation, gender identity, age, national origin, disability status, or any other characteristic protected by local law.