



HR Data Management Analyst

Location: Selangor, Malaysia

Company presentation:

A world leader in gases, technologies and services for Industry and Health, Air Liquide is present in 72 countries with approximately 67,800 employees and serves more than 4 million customers and patients. Oxygen, nitrogen and hydrogen are essential small molecules for life, matter and energy. They embody Air Liquide's scientific territory and have been at the core of the company's activities since its creation in 1902.

Entity and activity description:

The APAC Global Services (AGS)'s ambition is to deliver sustainable performance through operational excellence, while identifying and implementing disruptive and innovative digital solutions that offer the business a competitive advantage tomorrow. Air Liquide APAC Procurement Organization is evolving and strengthening its team in Asia Pacific with the aim to build and operate a world-class Global Procurement Organisation, sharing common processes and methodologies, building trust with internal stakeholders and generating solid results through negotiations and cooperation with Suppliers. Digital technologies are also an important enabler to increase the contribution to efficiency and performance.

How Will You Be Contributing to Our Success?

- Process all service requests assigned in an accurate and timely manner, within the agreed service levels and targets as defined in the Service Level Agreement (SLA).
- Perform relevant data updates, reviews and validation of employee data against supporting documents to ensure high quality of data maintained in all HR systems.
- Comply with data integrity, security and privacy policies and applicable regulations.
- Perform the relevant tasks to extract, import, and export of data from various systems for submission to the relevant parties.
- Generate all required standard reports based on the predefined schedule and validate accuracy of reports before submitting to customers.
- Assist in generation of ad hoc report requests from customers.
- Contribute to and participate in data review exercises on a regular basis to ensure data integrity and quality.
- Ensure proper documentation and administration of requests as per the agreed operational process and procedures.
- Work closely with HR Shared Service Centre Data and Reporting Team Lead to execute any process improvements within the department.

- Escalate issues and data quality issues for resolution quickly and follow through to closure.
- Assist on other operation tasks as a backup role in the absence of team members.
- Perform regular updates and enhancements to job aids, standard operating procedures, FAQs, knowledge database and other reference materials to assist in resolving employee enquiries and issues.
- To support ad-hoc transition activities from the country ensuring compliance to global standardized processes as well as local statutory regulations

HR Shared Service Transition

Support the setup activities of a HR Shared Service which includes the following but not limited to:

- Transition activities across SEA ensuring compliance to standardized processes as well as statutory regulations.
- Support the implementation of HR Shared Services supporting tools and technologies
- Support key activities (i.e. training and etc) for a successful transition to the shared service center.

Who Are We Looking For?

- Degree in Human Resource Management / Business Administration or equivalent.
- 0-2 years experience in data management and reporting in a shared service center environment, preferably in a HR services environment.
- Experience and involvement in HR related projects.
- Strong communication skills
- Knowledge in usage of HR systems to perform the relevant data management and reporting activities. Familiarity with Workday is preferred.
- Knowledge and skill in the use of Microsoft Office / Google suite of software.
- High level of discretion and confidentiality with the handling of the employee data.
- Knowledge of data privacy act and other data related regulations.



Why work with us?

- Be part of the team - make positive impact for a sustainable future
- Work with dynamic multinational team of more than 14 nationalities
- Collaborative and empowered work culture
- Challenging assignments and career growth opportunities
- Continuous learning & development opportunities
- Hybrid work arrangement
- Vibrant and engaging workspace (PS4, massage chairs, pool table, board games, foosball, free flow of snacks and drinks)
- Monthly NICE Program activities for team bonding and well-being lifestyles

Learn more about us:

Website: <https://www.airliquide.com/>

Follow our LinkedIn page for latest updates:

 <https://www.linkedin.com/company/airliquide/>