

People & Organization Administrator Specialist – French Speaker

We believe that technology provides the solutions for the greatest challenges of our time. Technology is made by people – it's up to us to lead the change and create impact. This is how we give innovation a meaning. This is technology with purpose.

We are curious minds, ground breakers and innovation drivers. **And we are human enthusiasts with diverse backgrounds, skills, interests and needs, united in a unique mission to create a better tomorrow (for society).**

Do you have the courage to think beyond the possible? **Do you want to be empowered to create solutions that have an impact on daily life?**

Siemens is your place to thrive. At Siemens you will find the trust and freedom to excel. Let's grow together, to improve how people live, work, make and move. Because creating a world that we are proud to hand to the next generation is more than a job – it's the opportunity of a lifetime.

Create a better tomorrow with us.

What role will you play?

- Employee data management (from Onboarding to termination);
- Maintenance of the personnel relevant organizational structure (cost center, manager, organizational unit);
- Handling of absences, overtime, and processing special payments;
- Preparation of reports.

We are looking for:

- University degree in Human Resources or related fields;
- Fluent in French, written and spoken – mandatory;
- Solid MS Office knowledge (Word, Excel and Outlook);
- Knowledge in SAP HCM and/or Workday would be a plus;
- Flexibility/adaptability to manage simultaneously several different IT tools and curiosity to explore them;
- Proactivity to search for improvements points.
- Team Player, with strong customer focus, results & quality orientation;
- Reliable, proactive, organized, with a sense of autonomy and strong communication skills;
- Ability to work under pressure, in a changing environment;

What can we further offer?

- Indefinite contract
- Health and life insurance for you and your family

- Group Pension Plan – with significant employee participation - with one of the top providers of the market
- Multinational environment with opportunities for personal and professional growth
- A friendly, inclusive and dynamic environment where curiosity is highly appreciated
- Performance-based annual bonus
- Continuous hard and soft skills training and development through global platforms

Inclusion is our ambition!

Siemens is an equal opportunity employer, offering a safe and inclusive work environment, based on mutual respect and the appreciation of diversity, guaranteeing equal opportunities to all qualified candidates to realize their full potential.