Job Description: HR & IR Technology Specialist

About the Role:

We are seeking a highly motivated and results-oriented HR & IR Digitalization Specialist to join our team and play a key role in transforming our HR and Industrial Relations (IR) processes into digital solutions. You will work closely with the HR and IR teams at our site to understand their needs and challenges, and then collaborate with the IT department to design and implement innovative digital solutions that streamline processes, improve efficiency, and enhance employee experience.

Key Responsibilities:
- Partner with the HR and IR teams at the site to understand their needs, challenges, and pain points.
- Conduct thorough needs assessments and identify opportunities for digitalization across various HR and IR functions, such as recruitment, onboarding, performance management, employee relations, and compliance.
- Collaborate with the IT department to design and develop digital solutions, including cloud-based applications, automation tools, and data analytics dashboards.
- Work with vendors and consultants to identify and implement best-in-class HR and IR technology solutions.
- Configure and manage HR and IR systems, ensuring smooth implementation and ongoing functionality.
- Provide ongoing support and training to HR and IR teams on the use of new digital solutions.
- Monitor and analyze the effectiveness of digital solutions, and recommend improvements based on data and feedback.
- Stay up-to-date on the latest trends and technologies in HR and IR digitalization.
- Maintain accurate documentation and reporting on all digitization projects.

Qualifications and Skills:
- Bachelor's degree in Computer Science, Information Technology, or a related field preferred.
- 3+ years of experience in a similar role or relevant experience in IT and HR/IR functions.
- Strong understanding of HR and IR processes and challenges.
- Excellent analytical and problem-solving skills.
- Strong technical skills, including experience with various software applications and databases.
- Excellent communication and presentation skills.
- Ability to work independently and as part of a team.