

**HRSS, HR advisor, HR assistant**

[Apply Now](#)

Company: Michael Page

Location: Bogotá

Category: other-general

## **Descripción**

Receive inbound inquiries via multiple channels (phone, chat, email), clarify the need, answer the inquiries, and assist in resolving concerns.

Escalate complex transactions for resolution or contact third-party vendors as appropriate.

Review incoming confidential inquiries and requests from internal and external parties, ensuring all required information is accurate and complete to enter into the HRIS system.

Process HR system low complex transactions , Organizational Management.

Use multiple systems simultaneously to research and resolve confidential inquiries or transaction requests.

Empower customers to use self-service options, systems, products, services, etc.

Maintain employee personnel files ( New Hire I-9s, Non-Compete Agreements) for entire employee life cycle

Provide documentation to support legal and audit requests, such as employee file records, hiring process information, system data, job or pay history, etc.

Communicate with requestors on status of requests while following up with parties to complete requests.

May assist on HR Shared Services projects and perform other related duties as assigned

## Perfil buscado (h/m)

The ideal candidate must be:

Trilingual (English, French and Spanish B2 or above)

3+ years of customer service experience required, HR-specific experience preferred

Associates Degree in Business Administration, Human Resources, or Technology preferred

System experience with HRIS systems such as Success Factors, SAP, or Workday required, SAP preferred.

Demonstrates customer orientation and excellent customer service skills

MS Office Suite knowledge.

## Qué Ofrecemos

Great and competitive salary and benefits package.

Good company's culture and work environment.

Hybrid work model

[Apply Now](#)

## Cross References and Citations:

1. HRSS, HR advisor, HR assistant [Londonjobscentral Jobs Bogotá](#)

[Londonjobscentral](#) ↗

2. HRSS, HR advisor, HR assistant [Cardiologistjobs Jobs Bogotá](#) [Cardiologistjobs](#) ↗

3. HRSS, HR advisor, HR assistant [Reactjobsnearme Jobs Bogotá](#) [Reactjobsnearme](#) ↗

4. HRSS, HR advisor, HR assistant [Teachingeducation Jobs Bogotá](#)

[Teachingeducation](#) ↗

5. HRSS, HR advisor, HR assistant [Communityjobs Jobs Bogotá](#) [Communityjobs](#) ↗

6. HRSS, HR advisor, HR assistant [Physiotherapistjobs Jobs Bogotá](#)

**Physiotherapistjobs ↗**

**7. HRSS, HR advisor, HR assistantNewsjobs Jobs BogotáNewsjobs ↗**

**8. HRSS, HR advisor, HR assistantLondonjobscareer Jobs Bogotá  
Londonjobscareer ↗**

**9. HRSS, HR advisor, HR assistantTeacherjobs Jobs BogotáTeacherjobs ↗**

**10. HRSS, HR advisor, HR assistant MoroccojobsJobs BogotáMoroccojobs↗**

**11. HRSS, HR advisor, HR assistant Logisticsjobs Jobs BogotáLogisticsjobs ↗**

**12. HRSS, HR advisor, HR assistant SearchaustralianjobsJobs Bogotá  
Searchaustralianjobs↗**

**13. HRSS, HR advisor, HR assistant Kashmirhub Jobs BogotáKashmirhub ↗**

**14. HRSS, HR advisor, HR assistant Denverjobs Jobs BogotáDenverjobs ↗**

**15. HRSS, HR advisor, HR assistant PhoenixjobsJobs BogotáPhoenixjobs ↗**

**16. HRSS, HR advisor, HR assistant Torontojobs Jobs BogotáTorontojobs ↗**

**17. HRSS, HR advisor, HR assistant Dohajobs Jobs BogotáDohajobs ↗**

**18. HRSS, HR advisor, HR assistant AccountingjobsnearmeJobs Bogotá  
Accountingjobsnearme↗**

**19. Hrss, hr advisor, hr assistant Jobs Bogotá ↗**

**20. AMP Version of Hrss, hr advisor, hr assistant ↗**

**21. Hrss, hr advisor, hr assistant Bogotá Jobs ↗**

**22. Hrss, hr advisor, hr assistant JobsBogotá ↗**

**23. Hrss, hr advisor, hr assistant Job Search ↗**

**24. Hrss, hr advisor, hr assistant Search ↗**

**25. Hrss, hr advisor, hr assistant Find Jobs ↗**

Source:<https://co.expertini.com/jobs/job/hrss-hr-advisor-hr-assistant-bogota-michael-page-48b04d8e91/>

Generated on: 2024-05-04 by [Expertini.Com](https://co.expertini.com)