Role Profile

Position: HR Shared Services Coordinator

Location: Stapeley, Nantwich

Reporting to: Daniel Stead, EMEA/Russia HR Shared Services Manager

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Genus PLC:

Genus is a FTSE 250 company, headquartered in the UK and listed on the London Stock Exchange. With revenues of around $600 million, it has a workforce of approximately 3,000 employees throughout the world. Genus has been one of the best performing stocks on the London Stock Exchange.

Genus is a global market leader in bovine and porcine genetic improvement, Genus helps its customers in the dairy, beef and porcine supply chains around the world. Genus' vision of "pioneering animal genetic improvement to help nourish the world" is supported by its core values to be customer-centric, results-driven, pioneering, people-focused and responsible.

Overview:

Reporting to the EMEA HR Shared Services Manager, the Russian speaking HR Shared Services Coordinator role is an excellent opportunity for someone seeking to gain experience in HR Shared Services within a people centric, global business.

Here at Genus we recognise that the most valuable strength is our people, especially within our HR Shared Service Centre where we do everything to make you feel appreciated and engaged. One of the ways we like to do this is to ensure that we recruit based our own business values of being customer centric, results driven, pioneering, people-focused and responsible. By ensuring our people are aligned to these values, this helps us grow a friendly, healthy and high performing. Working within Genus you will want to bring those values to life every day and you will help build strong relationships with colleagues globally.

The HR Shared Service Centre based in Stapeley, supports the whole of the EMEA regions, Asia and Russia with the latter being your focus area. To be successful in this role you will be Russian speaking with preferably a background in HR although this is not essential as we like to bring in candidates who want to develop in to a role as part of our 'Get, Grow & Keep' initiative. You will taking ownership for handling caseload as it is triaged with attention to detail being at the forefront of any thinking, your caseload will include general HR queries, questions and complaints, supporting onboarding and other employee lifecycle changes and also having the understanding to escalate when required to either the HR Shared Services Manager or the brilliant HR Business Partner community.

With the guidance from not only HR Shared Services Manager but the rest of the Genus family, you will have the ability to investigate more complex transactional caseload. A crucial part of this role is to work closely with our Line Managers and our HR Business Partner community to ensure we support them in their day-to-day roles by working as effective and efficient as possible.

Candidate Specification:

Essential

- Being able to write, read and talk in Russian is essential to the success of this role
- A strong administration background
- Excellent attention to detail and high accuracy of working
- The ability to manage, organise and co-ordinate own workload whilst working to deadlines
- The ability to work with high volumes of data/tasks
- The ability to work to agreed Service Agreements
- The ability to confidentially handle data at all times
- High interpersonal confidence supported by excellent customer facing and client interaction skills
- Must be able to demonstrate the ability to communicate effectively at all levels
- Proactive enthusiastic attitude and demonstrable commitment
- High degree of computer literacy

Desirable

- HR Qualification or working towards
- Proficient in all MS Packages (inc Word, Excel, Outlook, PowerPoint)
- Has worked in a HR Shared Services environment previously
- Previous HR administration experience would be advantageous
- Previous experience of working towards Service Agreements and deadlines
- Previous HR Systems experience and technical/specialised areas (e.g. iCIMS, MS Dynamics, other Employee Self-Service and Manager Self-Service systems, etc.)