

Let's Solve.



DuPont is a Fortune 500 company with R&D investment of \$2.1 billion, revenue of \$36 billion and operations in more than 90 countries. DuPont brings world-class science and engineering through innovative products, materials and services for markets as diverse as agriculture, nutrition, electronics and communications, safety and protection, home and construction. In EMEA, DuPont has over 13000 employees and operates in over 40 countries.

Our European HR Service Center in Asturias (northern Spain) is looking for Human Resources Professionals, who will specialize on one of the following centralized activities: benefits, terms and conditions, data management, global mobility, staffing, compensation, training & payroll.

HR Professionals - Asturias

Tasks of the advisor include the following and further activities, guided by established service standards:

- Answer of employee queries and issue resolution in cooperation with team colleagues, other teams in the Service Center and country HR colleagues;
- Verbal and written communication with internal parties (e.g. employees, HR colleagues) and external parties (e.g. benefit providers) regarding HR processes using telephone, e-mail and letters - on individual basis as well as in bulk;
- Processing of confidential HR data: input, maintenance;
- TPV administration;
- Cooperating in processing of HR related invoices (e.g. from benefit providers);
- Knowledge documentation: Updating of existing and creation of new documentation;
- Providing support of HR processes;
- Collaborating in or lead projects related to improvements in advisor's area of expertise (on long term).

Candidate Profile:

- University degree in Law, Business Administration, HR or equivalent.
- Proficiency in **English** and **French**.
- Fluency in a third or more European languages would be an asset.
- Relevant working experience in HR is desired.
- Experience with Microsoft Office applications (Word, Excel, Outlook) is a must.
- Experience with SAP HR and Lotus Notes e-mail application is desired.

Skills & attributes

- Attention to detail
- Team work
- Strong customer focus
- Planning and organizing
- Strong interpersonal skills
- Flexibility, e.g. in adapting to change, adopting new processes, changing work situations, handling of tasks

Contract type: on a temporary basis through temporary agency

To Apply online: <http://careers.dupont.com/>