

Lead HR Operations Specialist (META) at GE Healthcare

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); GE Healthcare provides transformational medical technologies and services that are shaping a new age of patient care. Our broad expertise in medical imaging and information technologies, medical diagnostics, patient monitoring systems, drug discovery, biopharmaceutical manufacturing technologies, performance improvement and performance solutions services help our customers to deliver better care to more people around the world at a lower cost. In addition, we partner with healthcare leaders, striving to leverage the global policy change necessary to implement a successful shift to sustainable healthcare systems. Our “healthymagination” vision for the future invites the world to join us on our journey as we continuously develop innovations focused on reducing costs, increasing access and improving quality around the world. Headquartered in Chicago, IL, GE Healthcare is a unit of General Electric Company (NYSE: GE). Worldwide, GE Healthcare employees are committed to serving healthcare professionals and their patients in more than countries.

Responsibilities

Provide oversight of one or more HR Operations process(es) including work direction, prioritization, and troubleshooting assistance

Be the plan and/or policy expert and be able to work with plan & policy owners on design ideas

Maintain high standards of accuracy, timeliness, and quality to ensure compliance with relevant regulatory, legal and GE HealthCare policy requirements

Manage metrics, monthly reviews, escalations, disaster recovery testing, and year-end coordination

Develop broad knowledge of processing procedures to ensure successful execution

Proactively identify and drive continuous improvements within assigned processes, work closely with cross functional teams to proposing process improvements to reduce waste, manual work, align to global standards and increase productivity

Build and maintain relationships with stakeholders across Talent Acquisition, Total Rewards and the HR Client Delivery team, to ensure open line communications that support an effective partnership across our HR community as well as employees and People Leaders

Be the Workday expert in system functionality, business processes, and audits

Lead and participate in cross-functional project efforts between key operational processing areas including but not limited to process improvement project plans, tracking, and reporting progress, and ensuring adherence to deadlines and project methodologies

Work collaboratively across internal teams and establish strong working relationships with the business and key stakeholders in solving complex issues

Participates/leads in medium sized projects or contributes to a bigger project. Projects have a medium-term horizon.

Resolve complex processing issues and escalations for internal and external customers while promoting “Best in Class” customer service

Qualifications/Requirements

Country Specific Requirements

Fluency in English knowledge both verbal and written

Bachelor’s degree from an accredited university or college in related area

All candidates must have a minimum of 3+ years of experience in HR operations or related work experience, ideally within a multinational organization

To be successful in this role, you will need to have the ability to work in a complex and rapidly

changing work environment across multiple stakeholder groups and countries, with comfort and efficiency

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