

# Nazwa oferty pracy: People Services Operation Advisor

**Position: HR Advisor**  
**Based: Lodz**

Do you have proven experience of working in an international Shared Service Centre environment? If so we would like to hear from you.

We are looking for a People Services Advisor with French to join our Shared Service Centre in Poland.

## MAIN RESPONSIBILITIES

- Be the first point of contact for Employee queries and escalate to HRBP / Specialist Function / Payroll where complex or unresolved
- Provide first stage guidance/advice to managers and employees on all employment policies and processes
- Provide support for Performance Improvement and Disciplinary cases
- Record & report on employee/manager queries
- Arrange Employee Relations hearing and appeal hearing (where applicable) logistics
- Route reference and data access requests, obtaining employee authorisation for information release as required
- Record all employment claims and provide any documentation required

## CANDIDATE PROFIL

- HR / Management / Psychology / Sociology Degree, or equivalent, required
- HR SSC experience or in international organisation is asset
- Project experience, to include those that support HR initiatives with the business functions preferred.
- Experience in working in HR systems such as SAP HCM and strong working knowledge of MS Office
- Excellent communication skills, ability to cooperate in international, matrix organisation and consumer oriented attitude
- Ability to work independently and as a team member
- HR administration experience/awareness of HR policies and procedures
- Ability to interpret, advise and create on HR processes (experience or qualification)
- Legal appreciation and core employment law knowledge including EU data privacy
- Cultural agility to work with diverse teams and employee groups
- Analytical capability to analyse, interpret survey and provide insight
- Well organised, ability to prioritise and meet deadlines
- Fluent English and Polish.
- Additionally Russian / Turkish / Spanish / Portuguese / French will an asset

## COMPANY

McCormick is a global leader in flavour. With 10,000 employees around the world and more than \$4.2 billion in annual sales, the Company manufactures, markets and distributes spices, seasoning mixes, condiments and other flavourful products to the entire food industry, retail outlets, food manufactures and food service businesses.

We have a passion for flavour. The company is serving customers from nearly 50 locations in 24 countries and consumers can buy our brands in more than 110 countries. Our industrial business flavours snacks, wraps, beverages and many other products for customers, which include global restaurant chains and leading food manufacturers

With approximately 4,500 employees, the company has operations in 13 countries across the Europe, Middle-East and Africa (EMEA) Zone and serves customers in more than 25 markets through its consumer and industrial businesses. McCormick is present in key consumer markets with leading brands, including Schwartz in the UK. McCormick EMEA Headquarters are located in Haddenham (UK).

## TO APPLY

If you are looking for a new challenge and want to join a highly motivated team in a rewarding environment, please apply via our careers centre at <http://www.mccormickcorporation.com/Career-Center>

In return we offer a competitive salary and benefits package and opportunity to work with a global flavour leader.