



HR Project SME - Remote

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Requisition ID 26667

Position Type FT Fixed Term

Recruiter #LI-001

Posting Type LI

Leading to better encompasses all we do at Kerry, it's how we've become the world's leading taste and nutrition company. Whether it's building and manufacturing sustainable solutions for food, beverage or pharmaceutical consumers, our commitment to lead the world to better nutrition drives us forward. With 25,000+ colleagues across the globe and 15,000+ Kerry products, your opportunities are limitless.

About Kerry

A career with Kerry Taste & Nutrition offers you an opportunity to shape how people across the globe view food and beverage while providing you opportunities to explore and grow as your interests do. With our commitment to a sustainable future, a career with Kerry is something you can feel good about.

About the role

6 month contract

Remote working – open on location

The Role:

- To act as a Project SME for the global graduate programme. This includes scheduling all required meetings, preparing documents in advance, attending all meetings and capturing minutes and actions. Creating an overall project plan, action log and following up with stakeholders as required.
- Supporting the transfer of talent operations knowledge to Global Shared Services, gathering all necessary documentation, mapping step by step guidelines for work transferring to the shared centres
- Creating training and onboarding material and assisting in the onboarding of new employees into the shared services centres. (e.g. assisting with knowledge transfer via virtual calls, pre-recorded videos etc.)
- Supporting the transfer of what was traditionally face to face training into virtual delivery training

- Delivering training to new employees and supporting their successful onboarding, ensuring they have the support and information they require
- Partnering on talent operations e.g. reporting, and supporting annual talent & succession planning cycle (guided by the HR Director for Talent, Inclusion & Leadership), preparing presentations for key meetings and communications documents as necessary
- Supporting the organization, scheduling, set up and rollout of other learning activities as required.

Your Profile:

- Minimum 3-4 years' experience in HR or Talent advisory/learning or generalist roles
 - Project management including scheduling, planning, organizing activities
 - Tech Savvy, agility to learn new systems, Proficient in Microsoft Office suite (Excel, Power Point);
 - Enjoy data, and reporting
 - Strong attention to detail
 - Facilitation, training delivery and evaluation experience
 - Strong communication, influencing and presentation skills
 - Experience of facilitation/delivering training/workshops
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- Knowledge of working with HR software platforms e.g. Success Factors, Workday
 - The ability to manage multiple tight deadlines; project management skills desirable
 - Able to work effectively as part of a high performing team as well as independently
 - Solution orientated approach to problem-solving
 - Self-starter with a proactive customer service focus.

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