

Global HR Systems and Reporting Manager (Maternity Cover) (gn)

Stellenanbieter: ClientEarth – Anwälte der Erde

We're looking for an

HR Systems & Reporting Manager (gn)

with experience working with the HR System, **Personio**, to enhance and streamline our global HR processes. As the technical expert, you'll ensure data integrity, support data-driven decision-making, and lead exciting system enhancements. This role also offers the opportunity to implement new modules to maximise HR technology's impact. If this excites you, we'd love to hear from you!

Meet your Manager

In this role, you will report to Ma?gorzata Zdanowicz who is our Global Head of People and oversees HR activities across the Foundation. She is based in Warsaw.

Aufgaben

- HR Systems Administration: Manage system configuration, data fields, processes, and security settings.
- Lead the implementation of new system functionalities, ensuring that the design and settings are adapted to the individual requirements of each ClientEarth office. Digital Transformation:
- Support the People team in utilizing Microsoft 365 applications, SharePoint, time management, and contract management systems to complement HR functions.
- Data Reporting & Analytics: Monitor and improve data quality and system integrity
- Generate and analyse HR reports and dashboards for global and local stakeholders. Interpret data insights to support evidence-based decision-making.

Anforderungen

- Strong experience with the Personio HR System, including configuration and technical administration (essential).
- Solid proficiency in MS Excel (essential) and Power BI (desirable) for data analysis and visualization.
- Proven experience in advising managers and staff on HR systems and data across multiple international locations (essential).
- Hands-on experience in leading HR system implementations (essential).
- Analytical mindset, capable of transforming raw data into meaningful insights (essential)

Benefits

Note to candidates: We know that long lists of criteria can be daunting and that **some candidates will not apply for a role unless they feel they are 100% qualified**. If you feel you meet at least some of the essential criteria, we still encourage you to apply.

Have a question about this job? Please visit **our Careers site** for advice on applying, FAQs, and more.

Flexible working: We are proud to be a **Flexa** accredited Employer. Visit our **Flexa Employer page** for more information on our approach to flexible working. Our flexible working policy allows our people the choice to decide to work from home/another location in the country where their contract of employment is issued for 80% of their month, with the other 20% of their month being office-based **See our Benefits page for more**.

ClientEarth values diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Please note that ClientEarth is only able to employ those who have the pre-existing legal right to work in **Germany** or **Poland**.

ClientEarth is not a law firm and does not provide legal advice or legal services to third parties.

- **Arbeitszeit:** Flexibel
- **Jahresgehalt:** 57.000 €

Einsatzort: Berlin / hybrid, Deutschland

Stellenanbieter: ClientEarth – Anwälte der Erde
Albrechtstraße 22
10117 Berlin, Deutschland

Online-Bewerbung: <https://jobs.clientearth.org/jobs/vacancy/894/Good%20Jobs%20DE/detail>

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greenjobs.de-Adresse dieses Stellenangebots:
<https://www.greenjobs.de/angebote/index.html?id=100143730&anz=html>