

HR / Talent Management Admin Support Specialist (Full-Time Contractor Position) – Feb 2022

WHO WE ARE

Arkema is a global leader in Specialty Materials serving major societal and ecological challenges. Building on its unique set of expertise in materials science, Arkema designs materials to address the ever-growing demand for innovative and sustainable materials, driven by the challenges of new energies, new technologies, the depletion of resources, mobility, and increasing urbanization. Arkema Inc. (that's us!) is the North American segment of the organization.

WHO YOU ARE

The usual stuff: pleasant, professional, proactive, enthusiastic and experienced – in a corporate office setting as part of an HR / Talent Management department... the sort of role where you were privy to HR data and kept it under wraps.

In terms of “must have” skills...

1. Superior MS Office abilities – especially Excel (vLookup, turning data into graphics for presentations, cool and critical stuff like that).
2. Excruciating attention to detail. Accuracy cannot be underrated or overvalued.

And a “nice to have” item:

- Strong working knowledge of SAP SuccessFactors Performance & Goals module; if you also know the Calibration / Succession Module, you are just the rock star we seek!

WHAT YOU'LL DO

Support the HR / Talent Management function with stuff like program and process reporting, program logistics, program deliverables preparation, program evaluation results compiling, vendor management tasks – important, non-busywork kind of stuff that is critical to keeping our Center of Excellence a great success. (Examples of the programs / processes referenced above include: talent reviews, engagement surveys, goal setting / performance management / performance reviews, leadership development initiatives, learning & development offerings, 360° Development Assessments and, as you might expect, a bunch of other HR-related program stuff we do.)

WHAT YOU WON'T DO

You won't design or deliver training classes (although you will likely help prepare the final materials).

WHERE YOU'LL WORK

For at least the first few months, the job is located – **onsite** – at our North American Headquarters in King of Prussia, PA.

Important to note: You must be fully vaccinated against COVID-19 to work onsite (booster-ed is even better)!

WHEN YOU'LL WORK

Pretty much 5 days / 40 hours a week.

WHY WE NEED YOU

As noted in the program / process examples, there is a lot going on... and more requested every day.

HOW YOU'LL APPLY

If all of the above holds any interest for you (okay, a lot of interest, please), and you meet the “must have” skills and experience, follow this [link](#) (or <https://jobs.arkema.com/job-invite/53522/>) to apply on the Arkema Career Portal!