

HR Analyst

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Company: Teva Pharmaceuticals

Location: Tel Aviv-Yafo

Category: other-general

The opportunity

The incumbent will be part of the Teva API HR team, responsible for People Data & Analytics for the TAPI business covering over 5,000 employees worldwide. This role interfaces with multiple local & global stakeholders in HR, Finance and the business and reports to Global HR Head – TAPI (based in Israel).

How you'll spend your day

Consolidate and analyze people related data from multiple sources.

Prepare and monitor people metrics that drive business insights, such as headcount, attrition, performance, talent, and succession.

Manage data aspects of HR annual programs and ad hoc projects.

Train and support Corporate HR partners in retrieving and utilizing data.

Explore, learn and introduce new tools in collaboration with Corporate HR to drive people related insights.

Perform internal audit of system data and suggest improvements to processes and procedures to support data integrity and drive adherence to work standards

Prepare high level HR presentation for Global HR Head.

Prepare key MIS on monthly, quarterly & annually basis requirements and circulate reports

Your experience and qualifications

Bachelor's degree in Human Resources/ Business Administration or related field.

Experience in HR Analytics or Data Management

Experience working in a global fast-paced environment

High proficiency in Excel

Fluency in English

Analytical thinking and problem solving

Orientation for details

Strong communication skills and ability to communicate with global interfaces

Team player, highly motivated and proactive

Service-oriented approach

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