

## Hr Analyst 3 Months Contract

### Principal Accountabilities:

#### *- Annual bonus calculations*

- Collection of input data for scorecard calculations and bonus calculations from various stakeholders
- Various audits of input data and excel formulas (together with Compensation manager) during the calculations
- Creation / audit of annual bonus letters with the use of excel macros

#### *- Annual salary review*

- The analyst would help with the salary review template updates, distribution of the templates to countries, he/she would coordinate collection of the templates, would audit the data, consolidate the data as needed / required by the management
- After a training the analyst would support local HR in how to work with the salary review templates and act as a “helpline” and channel for any salary review related questions
- Creation / audit of salary review letters with the use of excel macros

#### *- Annual market data submission*

- After training the analyst would support local HR in how to populate the submission templates and act as a “helpline” and channel for any related questions. The analyst would coordinate collection of the templates, would audit the data and consolidate for final submission
- Support on any ad-hoc tasks / requests

### Requirements:

- Commercial Apprenticeship / Financial background / HR Controller qualification or similar either finished or in progress
- Experience with handling large amounts of data in the Excel environment
- Fluent English (both oral and written)
- Strong MS Excel Knowledge (able to handle large amount of data, understand formulas, create and use pivot tables, operate macros)
- Strong analytical skills and mindset (ability to get quickly acquainted with data)
- Ability to handle multiple tasks and prioritize
- Friendly personality, stress-resistant
- Proactive – comfortable to ask questions, raise ideas as well as concerns
- Team player

If you are interested by this role please contact Wahib Sbai (Talent Acquisition Partner) at [wahib.sbai@amcor.com](mailto:wahib.sbai@amcor.com)