



Triumph is one of the world's largest intimate apparel companies. It enjoys a presence in over 120 countries with the core brands Triumph® and sloggi®. Globally, the company serves 40,000 wholesale customers and sells its products in 4,050 controlled points of sale as well as via several own online shops. The Triumph Group is a member of the Business Social Compliance Initiative (BSCI).

Learn more about Triumph on:

www.triumph.com

www.linkedin.com/company/triumph-international/

Our Human Resources Department for our office in Algés (Lisbon) is looking immediately for a highly motivated

HR Shared Service Center Assistant (f/m) - (FTE 50%)

The purpose of the job is to provide first level HR administration support to the organization and manage requests according to HR processes.

Roles & Responsibilities:

- Creation of reports for Corporate HR
- To be the local referent of the HRSSC in Portugal
- Support the external provider for monthly run of payroll and is responsible for controlling and validation of the payroll with due regard to legal, tax and social insurance regulations
- Master data management in the payroll system
- Support with the end of year closing / quarterly closing with regards to personnel costs
- Data maintenance of time and travel management and support District and Store managers about internal TM process and system
- Support on HR operations tasks for the HRSSC Spain (Backup and local referent in case of absences of the local HRSSC)
- Creation of documents that are ready to be signed (employment contracts/ agreements, assignment/transfer agreements, parental leave, contractual changes etc.)
- Guidance for HR BP, employees and line managers in HR SSC related topics and also with regard to the budget process
- Storage of personnel file and other documents (physically and electronically)



Your ideal profile:

- Bachelor's Degree in HR related field or similar studies
- At least 1 year of relevant experience in a similar role (Generalist HR experience)
- Understanding of HR processes and systems
- Customer service experience
- Hands-on, proactive approach
- Languages: Portuguese (mother tongue or at advanced level), Spanish (at least at intermediate level), English (fluent)
- Good knowledge of Excel
- Resilient
- Team player

We offer an opportunity in a fast-paced organization which gives those looking for a challenge the possibility to grow with the company and shape the future.

We are a family-owned company with strong values, operating at a global level with key markets in Germany, Japan and China - where our iconic brands, Sloggi and Triumph, continue to delight our consumers.

Triumph Group is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

If you are seeking a great opportunity to develop your career, please send us your application letter and CV in English, diplomas and expected salary range by clicking on Apply.