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winning team.

Be Bayer.



HR Operations Assistant (복리후생 / 교육운영 담당)

- **고용형태**
: 맨파워코리아 소속 파견계약직
: 계약기간 1 년
- **근무요일 및 시간**
: 월~금 9:00~18:00
- **근무장소**
: 서울특별시 영등포구 여의대로 108, 파크원 타워 2 23/24 층 바이엘코리아(주) 본사 오피스
- **근무부서**
: Bayer Korea > Enabling Functions > Human Resources > HR Operations
: This position reports to HR Operations Lead.
- **급여**
: 회사 내규에 따름 (면접 후 결정)
- **담당 업무 및 책임 (Your Tasks & Responsibilities)**
 - ✓ Handle benefits programs and related inquires (medical check-up, flexible benefits, Group term life & medical insurance etc.)
 - ✓ Organize the annual local training plan including legal mandatory trainings and English training
 - ✓ Support implementation of Bayer internal Leadership Programs
 - ✓ Administrate internal Learning systems
 - ✓ Coordinate Learning related purchasing & invoicing processes
 - ✓ Ensure employee data are kept updated on the HRIS and produce relevant reports

- ✓ Issue general certificates for employees
- ✓ Perform operational support to the HR team as required

- **자격/조건 (Qualifications / Requirements)**

- ✓ HR relevant experience preferred
- ✓ Strong attention to detail, problem-solving competencies
- ✓ Ability to multi-task, prioritize, and meet timelines on deliverables
- ✓ Sense of urgency
- ✓ Good communication skills
- ✓ Proficient in Microsoft Office

- **지원방법**

: **4/14(일) 23:59 까지** 자유양식의 국/영문 이력서를 sojung.kim@bayer.com 으로 제출
: 국문 이력서를 기본으로 하며 희망 시 영문 이력서를 함께 제출 가능합니다.

- **문의처**

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