



Trainee HR, System Admin

Cargotec is at the forefront of the transformation in the cargo handling industry. Our cargo handling solutions and services make global trade smarter, better and more sustainable. As leaders in ports, on roads and at sea, our business areas Kalmar, Hiab and MacGregor have a unique position to optimise global cargo flows and create sustainable customer value.

Purpose of the position

Cargotec Business Services was established in Sofia, Bulgaria in August 2017 and has close to 450 employees. Our goal is to help accelerate Cargotec's success by providing world-class global business services in the areas of Finance, Human Resources and Indirect Procurement.

We are looking for a Trainee HR, System Admin, who will be responsible for the global employees' and organisational data maintenance in SuccessFactors - HR information system.

This position will be based in Sofia, Bulgaria.

Main tasks and responsibilities:

- Execute standardised processes to deliver HR data administration services in a consistent and efficient way (working with ServiceNow ticketing tool and SuccessFactors HR information system)
- Supporting mass organisational changes and mass employee data upload
- Data corrections, data quality check & reporting needs support (SuccessFactors HR Information System)
- Adopt a customer-centric attitude to delivering HR services in line with SLAs, KPIs, controls and procedures
- Ensure data is accurate in company systems
- Maintain good working relationships within the other HR teams
- Ensure customers are satisfied and maintain a positive brand image for the Cargotec Business Services (CBS)
- Any other tasks assigned by the line manager related to the areas of accountability

- All work needs to be conducted in compliance with Global Company guidelines, code of conduct, policies, procedures, controls and legal requirements

What you'll need to succeed:

- Bachelor degree or in the last years of studies
- Strong customer service focus and interpersonal skills
- Technical skills (Excel)
- Ability to work under pressure to strict deadlines
- Full professional proficiency of written and oral English required
- Demonstrate an attention to detail

We offer you:

- Exposure to international environment;
- Flexible working hours;
- Healthy work environment;
- Food vouchers and self funded Multisport card;
- Work-life balance.

You will be part of:

We offer you an opportunity to put your skills and experience into work and make an impact in our global organisation and the cargo handling industry. You will work together with great colleagues from various backgrounds inspired by shared, ambitious goals. You'll be part of a team with a proven record of high team climate. We value collaboration in our open and inclusive culture. With us, you will have the opportunity to develop yourself professionally.

Interested to join?

If you are excited about this opportunity, please submit your CV and application to stela.dimitrova@cargotec.com

Cargotec and its businesses

Cargotec (Nasdaq Helsinki: CGCBV) enables smarter cargo flow for a better everyday with its leading cargo handling solutions and services. Cargotec's business areas Kalmar, Hiab and MacGregor are pioneers in their fields. Through their unique position in ports, at sea and on roads, they optimise global cargo flows and create sustainable customer value. Cargotec has signed United Nations Global Compact's Business Ambition for 1.5°C. The company's sales in 2020 totalled approximately EUR 3.3 billion and it employs around 11,000 people.