

Process Specialist with German

Adecco is a Fortune Global 500 company and the global leader in HR services. The Adecco Group connects over 500,000 external colleagues with clients each day through its network of more than 6,600 branches, with 34,000 full-time employees in over 60 countries and territories around the world.

For one of the teams within HPE, and under HPE's management, we're looking for an employee, who'll support the implementation and regular operation of ITIL aligned processes. The current position is called **Process Specialist with German**. In addition, the Process Specialist ensures that expectations with regards to time-frames, compliance, quality, process related targets are met.

Responsibilities:

- Support one or more HPE ITIL aligned processes and process related projects to achieve business, compliance, efficiency and quality related goals;
- Apply subject-matter expertise and analytical skills to evaluate process change impacts from operational perspective;
- Directly communicate with process owners/stakeholders regarding related tasks and operational updates;
- Act as subject matter expert for the related processes for both internal and external contacts;
- Be responsible for respective documentation and data management;
- Handle administrative tasks related to daily process support and overall process functionality.

Requirements:

- Fluent in verbal and written English;
- Fluent in verbal and written German;
- Excellent communication and presentation skills;
- Excellent knowledge MS Office products - Word, Excel, PowerPoint, SharePoint;
- Experience in project/process management is an advantage;

Our offer:

- Competitive remuneration package;
- Challenging and dynamic work;
- International corporate environment;
- Excellent working conditions.

If you find our proposal interesting and you meet the above requirements for the position, please, send your CV in English to Adecco.BG.IR@adecco.com

Only short-listed candidates will be contacted. All applications will be treated in strict confidentiality.
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