

Pfizer UK Undergraduate Programme 2018/2019

HR Operations and Recruitment Undergraduate

Human Resource Operations & Talent Acquisition

Department Overview

Human Resources is a Global Corporate enabling function with the purpose of developing capabilities, talent, and organisations to enable Pfizer to succeed in the present climate whilst simultaneously building for the future. We have two exciting Undergraduate placement opportunities for university students to gain a rotational 12 month placement within both our HR Operations and Talent Acquisition Teams.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

Reporting to the HR Operations Lead and Talent Acquisition Lead, the successful candidates will gain experience of providing HR Operational and Recruitment support to the Pfizer UK business. Supporting over 2600 colleagues, you will be given the opportunity to work in a busy HR environment enabling you to develop critical business skills and work as part of an established HR team.

Successful candidate #1 will work within the **HR Operations team** for a period of 6 months before transitioning into the Talent Acquisition Team. The first 6 months will involve supporting business process changes and providing HR administration support for colleague and business events. The second 6 month stage of the placement will be within the Talent Acquisition Team providing you with an opportunity to work on our Undergraduate placement scheme, closing of the recruitment campaign and managing pre-hire activities such as employment screening, onboarding, and the new starter induction programme.

Successful candidate #2 will spend their first 6 months with the **Talent Acquisition team**, launching the Undergraduate campaign and being involved in activities such as developing/ maintaining relationships with Universities, updating the campaign website, supporting hiring managers to create their job descriptions, right through to being involved in candidate selection and offer processes. The second stage of the placement will be with the HR Operations team which will give you further exposure to supporting preparation & issuing of employment contracts, business process changes, and providing HR administration support for colleague and business events.

Other responsibilities will include:

HR Operations Team

- Production of relevant documentation and supporting processes in line with HR procedures.
- Checking and ensuring process in-line with the new starter on-boarding checklist.
- Administration and facilitation of monthly induction program that is offered at various Pfizer UK sites.
- Offering support on a daily basis to our Global Shared Service Provider (HR Service Center).
- Production of various references for current employees and leavers.
- Prompting where necessary process improvements

- Coordinating & evaluating the monthly induction programme and sharing analysis with the business. Suggesting and implementing any improvements.
- Management of New Hire process to ensure timely issue of all contracts of employment.

HR Talent Acquisition Team

- Co-ordinating with different universities activities which enhance undergraduate candidate pools.
- Building strong university relations and supporting the Undergraduate Campaign.
- Liaising with hiring manager to confirm Undergraduate placement requirements.
- Creating and maintaining Undergraduate Programme trackers.
- Creation and maintenance of external website with 3rd Party vendor including testing, job description conversion and approval of site for 'go live'.
- Managing job openings in an Applicant Tracking System (Workday).
- Launching the External campaign on our website and engaging direct marketing to Universities.
- Supporting the interview selection process, assessment days, and issuing of offers.
- Managing Pre-Employment Screening activities for all students which may include Visa processing.
- Processing of expenses on Ariba expense system.
- Submission of Health and Safety documents as and when requested by the Universities.

What other opportunities and benefits do Pfizer offer?

You will have an opportunity to attend university careers fairs as well as support a variety of volunteering activities.

When can I start?

Placements will start on 3rd September 2018 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- On target for a 2:1 Degree Classification
- Ability to prioritise and work on multiple projects at a time
- Strong written and verbal communication skills
- Ability to liaise with stakeholders across all levels of the organisation
- Strong Attention to detail
- Must have experience working with Excel, PowerPoint, Sharepoint and other Microsoft packages

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.