



Position: HR Shared Services Center Specialist, HR Team
Business Unit: Human Resources
Location: Bucharest, Romania

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Adobe believes in hiring the very best. We are known for our vibrant, dynamic and rewarding workplace where personal and professional fulfillment and company success go hand in hand. We take pride in creating exceptional work experiences, encouraging innovation and being involved with our employees, customers and communities. We invite you to discover what makes Adobe a place where exceptional people thrive.

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Position summary

Adobe Systems HR Shared Services Center Specialist - EMEA. The EMEA Human Resources Shared Services Center (EMEA HRSSC) is Adobe's centralized HR resource for EMEA employees. The HRSSC Specialist role is a position committed to providing world class HR support for Adobe's EMEA region. The HRSSC Specialist role is part of the EMEA HRSSC team and will be focused primarily on HR Data support and transactions, Payroll reporting, and responding to employee and manager HR-related questions.

Responsibilities

- Responding to employee and manager HR related questions ranging from benefits, compensation, equity, retirement, recruiting, training, systems and other general HR queries. All questions must be responded to in a timely manner, with applicable cases requiring research and complex resolution.
- Becoming a subject matter expert and learning all programs, recording and tracking all issues and updating the HR knowledge base system as applicable.

- Performing daily HR Data related transactions and maintaining the integrity of Adobe's HR SAP database.
- Processing Payroll reporting responsibilities are also a significant component to the role.
- The HRSSC Specialist will also be responsible for performing various general and administrative HR tasks.
- In carrying out the responsibilities for this role, the HRSSC Specialist will also work in close partnership with Adobe's EMEA HR Consulting team and Adobe's Finance team.

Requirements

- Excellent follow through and strong customer service skills.
- Strong phone presence and phone etiquette and strong verbal and written communication skills.
- Ability to work closely with team members and remote manager within a matrixed organization.
- Ability to multi-task, prioritize and balance high volume work responsibilities.
- Ability to manage difficult conversations from a customer service perspective and the ability to troubleshoot problems in a positive manner with employees, cross functional HR teams and finance.
- Must be resourceful and perform transactions with precision and accuracy, particularly input of employee transactions.
- Strong interest in HR programs and interest and aptitude for learning and sharing program information with employees.
- Experience with computer software applications and proficiency with MS Excel.
- Detail-orientated with a sense of urgency with regard to follow-up and turnaround time.
- Previous HR experience, service center experience and SAP knowledge is a plus.
- As part of Adobe's new college grad program, candidate must have received college degree no sooner than 12 months from joining.

Benefits

- Industry-competitive salary
- Generous time off
- Educational assistance program
- Employee discounts on Adobe software
- Health Benefits
- Meaningful and challenging work

- Uniquely open and informal environment
- And much more...

Adobe is an equal opportunity employer. We welcome and encourage diversity in the workplace.

Adobe Overview

Adobe's dynamic working environment is well known. We have been honored with 12 appearances on [FORTUNE magazine's "100 Best Companies to Work For"](#) list in the United States, two spots (2008 and 2009) on Germany's "100 Best Places to Work For" list and a spot on Europe's "50 Best Small and Medium-Sized Workplaces" by the Great Places to Work Institute. Adobe was also recently ranked as one of the best employer in Romania and Central & Eastern Europe by Hewitt and Associates. Recognizing that employees are at the core of our success, Adobe recruits and retains highly qualified and motivated individuals, creates an environment where they can innovate and achieve their best, and rewards them for their performance by giving them an opportunity to share in the company's success.

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About Adobe EMEA

With 37 offices in 27 countries, Adobe employs over 1,300 people in the EMEA region. Our Sales, Marketing and Technical Services functions operate from a network of 12 primary offices distributed across the main EMEA capitals and are a growing presence in emerging "high potential" territories (Eastern Europe, Middle East & Sub Saharan Africa). Adobe's EMEA region plays a significant role in research & development, with world-class engineering centers in Bucharest, Hamburg and Basel, and a regional center for Technical Services based in Edinburgh. In addition, Adobe also has a regional shared services and operational center in Dublin, Ireland. Adobe's EMEA Field Operations Headquarters is in Maidenhead, UK.

Adobe at a Glance

Headquarters:	San Jose, CA
Founded:	1982
IPO Date:	1986
Employees:	9,000+
Offices:	70+ offices worldwide



Fiscal 2010 revenue: \$3.80 billion
Fiscal 2009 revenue: \$2.95 billion
Fiscal 2008 revenue: \$3.58 billion
Business units: Creative and Interactive Solutions, Digital Enterprise Solutions, Digital Media Solutions, Omniture and Print and Publishing

Other Info:

About Adobe

<http://www.adobe.com/aboutadobe>

Adobe Culture and Benefits

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