

Job Title: SuccessFactors Data entry Executive				
Business Unit:	Cosmo First Ltd	Cost Centre:		
Location:	Delhi	Domain:		
Department; Group:	HR	Level:	Executive	
Last updated on:	13 th September 2022	Degree of Travel required to:	Low	
Key stakeholders	External		Internal	
	SF Support Vendor		HR & IT Team	
Reporting structure	Role directly reports to		Positions that report into this role	
	Manager - HR		-	
Essential Qualifications	Any Bachelor's Degree			
Essential Experience	HR Operations/ Shared Services experience			
Functional Competencies	Intermediate Microsoft Excel			
Cosmo Competencies				
Proficiency Level	Basic	Intermediate	Advanced	Expert
Personal Impact				
Analytical Thinking		✓		
Drive for Entrepreneurship		✓		
Effective Communication		✓		
People Impact				
Collaboration for Success			✓	
Developing Self & Others		✓		
Accountability of Self & Others			✓	
Business Impact				
Managing Change & Innovation	✓			
Sustainable Customer Focus		✓		

Key Responsibilities:

- Validation & Updating of all employee data in SuccessFactors
- Ensure completeness of data in the system
- Digitization of existing employee files: scan and upload documents in system and work with the vendor for the document to show under appropriate section
- Work in close coordination with the HR Business Partners to ensure correctness of data
- Ensure system updating to facilitate proper data entry
- Prepare guidelines/tutorial on good data and principles of correct data entry in system

Date:	13 th September 2022	Date:	
Prepared by:		Reviewed by:	