

Senior Administrator and Engagement Specialist

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Company: GSK plc

Location: , , Pakistan

Category: other-general

Job Purpose People engagement is critical both during periods of significant change and in a stable environment, to help motivate through development, communication, and support. Our people are our most asset, and having the right people attracted and retained ensures the success of both the London GFS Office and the GFS Global organization. The purpose of this role is to work as part of the global engagement and experience team to support the global engagement across GFS and the specific engagement of our UK GFS team. Helping to put in place the right strategies and interventions that engage our people and enable them to Thrive at GSK. The role enables the growth of individuals and limit the environmental distractions of the place of work, to allow for focus on BAU and support an effective return to office.

Education, Experience & Skills: Bachelors or master's degree in HR or Finance 3-4 years of experience in Change Management role and administration Knowledge of Finance operations and local business environment would be highly advantageous. Ability to influence and communicate with senior stakeholders is essential.

Key Responsibilities Provide proactive management support to C&C director & HUB LT including full range of administrative services (expenses; PO/shopper activity; room booking/visitor management; delegate as needed transactional activities (travel booking, itineraries etc to virtual PA resource) Work with Experience & Engagement Lead to build and execute the GFS Engagement strategy in support of our Thriving People strategy, including: Clear and relevant communications Responsible for comms planning and delivery of comms and engagement activities, reporting progress against plan and managing risks and issues, in partnership with peers in the engagement and experience team. Own and develop the

GFS intranet pages for maximum impact. Appropriate Capability building for employees in the Hub Support the deployment of Global capability strategy and programs in the Hub, feeding capability needs into global programs. Change management interventions. Support Team Building Execute actions from Team Survey Identify the user experience of our people in the hub. Support the success of community groups to enable demand for engagement activities is met with plan and execution of events. Day-to-day support of the Hub's smooth running Ownership and delivery of specific onboarding sessions for new Hub members Collaborate to ensure an integrated change, comms, HR and culture programme plan at a global, regional and BU/function level. Develop working relationships with key stakeholders including the Hub Leadership Team Engage with other teams to help build a sustainable community wider than just Finance. Create comms solutions to help manage change impact, risks and issues. Provide audience insights and analysis Evaluate amend and own communication platforms to improve People engagement. Create engagement videos and Workplace communications/stories as and when needed Why Us? GSK is a global biopharma company with a special purpose – to unite science, technology and talent to get ahead of disease together – so we can positively impact the health of billions of people and deliver stronger, more sustainable shareholder returns – as an organization where people can thrive. Getting ahead means preventing disease as well as treating it, and we aim to positively impact the health of 2.5 billion people by the end of 2030. Our success absolutely depends on our people. While getting ahead of disease together is about our ambition for patients and shareholders, it's also about making GSK a place where people can thrive. We want GSK to be a workplace where everyone can feel a sense of belonging and thrive as set out in our Equal and Inclusive Treatment of Employees policy. We're committed to being more proactive at all levels so that our workforce reflects the communities we work and hire in, and our GSK leadership reflects our GSK workforce. Contact information: You may apply for this position online by selecting the Apply now button. Important notice to Employment businesses/ Agencies GSK does not accept referrals from employment businesses and/or employment agencies in respect of the vacancies posted on this site. All employment businesses/agencies are required to contact GSK's commercial and general procurement/human resources department to obtain prior written authorization before referring any candidates to GSK. The obtaining of prior written authorization is a condition precedent to any agreement (verbal or written) between the employment business/ agency and GSK. In the absence of such written authorization being obtained any actions undertaken by

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