

## About Oliver Wyman

Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across 26 countries, Oliver Wyman combines deep industry knowledge with specialized expertise in strategy, operations, risk management, and organization transformation. Our 4100+ professionals help clients optimize their business, improve their operations and risk profile, and accelerate their organizational performance to seize the most attractive opportunities. Oliver Wyman's thought leadership is evident in our agenda-setting books, white papers, research reports, and articles in the business press. Our clients are the CEOs and executive teams of the top Global 1000 companies. Please visit our website for more details [www.oliverwyman.com](http://www.oliverwyman.com)

### Job specification

Job title:	Talent Coordinator (Full Time)
Department:	Human Capital (HC)
Office/region:	Singapore or Hong Kong
Reports to:	Head of Talent Management, APR
Hours:	9am – 6pm

### Job overview:

OW is seeking a Talent Coordinator who is interested in joining an expanding talent management function in a fast-growing region.

Interested individuals should have strong intellectual capability, curiosity, maturity and judgment, as demonstrated by their professional or educational experience or extracurricular responsibilities.

The success of our business lies with our people. OW runs a high touch talent management model with strong regional and global connectivity. The firm is in an exciting phase of evolution and growth in the region with a constant focus on improvement through our people. The role is a great opportunity to work in a fast paced and international environment, within a team that has extremely close connection with the business.

### Key Responsibilities:

- Responsible for overall talent systems administration (Retain) within the region.
- Manage and maintain talent data integrity via regular interactions with HC Operations, Recruitment and other members of HC globally.
- Prepare and manage staffing reporting such as utilisation reports, weekly staffing pipeline, labour adjustment, project reviews, time variance reporting and follow-up etc.
- Analyse data and provide general support for various firm talent programs, such as work-life balance initiatives, vacation management, flexible work arrangement initiatives etc.
- Providing administrative support to Talent Managers through the firms Year - End performance management cycle.
- Support other ad Hoc Talent management and HR related tasks as and when is needed.
- A team player able to function independently, but collaboratively.
- Client service focused with a flexible attitude and is solutions oriented.
- Ability to multitask, organise, prioritise and manage one's own time.
- Demonstrated problem-solving skills and solution orientated

- High intrinsic motivation and desire to succeed with ability to ‘roll up his/her sleeves’ to get the job done, even to more mundane aspects of the job.
- Ability to manage a heavy work volume and meet deadlines in an extremely fast paced environment.
- Attention to detail and high level of accuracy, proficient with data analysis and reporting
- Ability to maintain and respect confidentiality.

**Experience required:**

- Good Word, PowerPoint and Excel skills.
- Working knowledge of Outlook.
- Experience with HR systems, such as Retain, Workday, would be an advantage

**Technical skills:**

Proficiency with the Microsoft Office suite (Excel, PowerPoint, Word, Outlook)  
Experience with HR and Resource Managements systems, such as Retain and workday, would be advantage.

**How to apply:**

Please send CV and cover letter (including details of education and qualifications) to: Caiying Shen ([Caiying.Shen@Oliverwyman.com](mailto:Caiying.Shen@Oliverwyman.com))

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