

Morocco Jobs Expertini®

Employee Relations Specialist - EMEA - Casablanca

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Company: TikTok

Location: Morocco

Category: business-and-financial-operations

About Us:TikTok is the leading destination for short-form mobile video. Our mission is to inspire creativity and bring joy. TikTok has global offices including Los Angeles, New York, Moscow, London, Dublin, Paris, Berlin, Dubai, Mumbai, Singapore, Jakarta, Seoul, and Tokyo. Why Join Us:At TikTok, our people are humble, intelligent, compassionate and creative. We create to inspire - for you, for us, and for more than 1 billion users on our platform. We lead with curiosity and aim for the highest, never shying away from taking calculated risks and embracing ambiguity as it comes. Here, the opportunities are limitless for those who dare to pursue bold ideas that exist just beyond the boundary of possibility. Join us and make impact happen with a career at TikTok. About the Team:The human resource operations team endeavors to continuously build and deliver a seamless and positive employee experience across the whole employee lifecycle. We are dedicated to leading with care and have empathy in mind. We strive to develop efficient and simple people processes, systems, policies, and programs. We aspire to ensure employees feel heard and that they are given the appropriate resources and support needed to be effective and efficient during their careers. The ideal candidate is someone who is highly motivated with a positive attitude, and exhibits patience, teamwork, critical thinking, and emotional intelligence. Responsibilities: - Deliver a consistent and knowledgeable and professional service in areas including disciplinary, grievance, probation, performance, long term sick leave etc. ensuring all such matters are dealt with in line with policy, best practice and legislative requirements to mitigate risk.- Conduct confidential investigations, of complex HR-related concerns and apply critical thinking to analyze evidence and make investigative

conclusions.- Manage and own a complex case load from commencement to case conclusion.- Provide advice and counsel to businesses on disciplinary and warning actions related to ER cases, policy interpretation and employment practices of the region.- Maintain required standard of detailed ER case documentation, including investigation reports/outcome letters and issue analysis.- Provide sound, expert ER advice and guidance to HR Business Partners and business leaders on reorganisation and restructuring activity in line with local employment practices and employment law. - Curate and deliver relevant training and education to improve HRBP and leader effectiveness and drive better ER decisions.- Participate in the identification and delivery of ER projects/continuous improvement initiatives to improve the policy framework, increase knowledge within the firm and expand ER capability within the team.- Manage or participate on special projects / programs / continuous improvement initiatives requiring ER stakeholder input, as needed.- Build partnerships with business leaders and HR Business partners to sustain positive employee relations practices.- Foster strong working relationships with our Employment Legal team, Ethics Office and investigations teams to balance risk, calibrate recommendations for decision-making.- Collaborate with key partners on ER data insights, trends and opportunities to drive proactive solutions. Examine trends to diagnose root causes and develop solutions to enable effective corrective actions.- Ensure a coordinated and consistent case management approach to handling ER matters.

- Advantageous to have 4+ years of employee relations experience.- Strong experience in partnering with various key stakeholders and being an effective team player.- Demonstrated strong understanding of the European, Middle East and Africa employment law and regulatory frameworks.- Demonstrated policy and procedure development and enforcement to ensure compliance.- Able to make good judgement for sensitive, complex and/or ambiguous situations.- Strong problem-solving and critical thinking skills.- Able to work successfully within ambiguity and within a complex, fast paced and challenging business environment.- A demonstrated ability to partner effectively with key internal stakeholders including senior business managers.- Confidence, gravitas and credibility together with a robust and resilient personality.- Able to handle confidential information in a mature and professional manner and escalate issues where appropriate.- Strong written and verbal communication and interpersonal skills.- Attention to detail.- Ability to work independently and as part of a team. TikTok is committed to creating an inclusive space where employees are valued for their

skills, experiences, and unique perspectives. Our platform connects people from across the globe and so does our workplace. At TikTok, our mission is to inspire creativity and bring joy. To achieve that goal, we are committed to celebrating our diverse voices and to creating an environment that reflects the many communities we reach. We are passionate about this and hope you are too.

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