



INTERNATIONAL MATCH
THE PROFESSIONAL FIT

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HR ADVISOR

Over the world – 15/09/2014

SUMMARY

Our client is an international player of luxury goods located in heart of Amsterdam. The organization is dynamic, ambitious and grows fast. Therefore we are recruiting an ambitious HR professional with 3-5 years of HR advise experience. Compensation and Benefits is an important task in this role so you should be strong with figures and able to translate this into the key performance indicators.

In this role you will support the Business in its mission to recruit, retain and promote great people at the right place at the right time. You work directly with the HR director and the HR advisor to support the company.

FUNCTION

Management support and advise

Advising and supporting management (and employees) regarding all relevant HR processes, policies & procedures

Budgeting & reporting

Budgeting, forecasting, analysis and reporting on all personnel related cost

Set up, implementation and reporting of HR cockpit (illness, recruitment, turnover, learning & development)

Project management & HR development

Execution of various HR related projects

Development of HR policies, processes & procedures

Health & Safety

Maintenance of health & safety; including ARBO policy, Emergency help, Risk Inventory & Evaluation, plan of approach and reintegration of ill employees

Backup function

In case of illness or holidays back up for various HR tasks & responsibilities

Requirements:

Higher Vocational and / or University degree preferably in Human Resources Management and / or alternatively Business Economics

Approximately 4-5 years of HR experience in the role of an advisor

Proven successful finance literacy and experience regarding budgeting, forecasting, analysis and reporting of personnel cost

Key competencies

Customer focus

Entrepreneurship (proactive and result oriented)
Excellent communication skills both verbal and in writing (fluency in Dutch and English, French is a preference)
Challenging partnership
Team player
Flexibility
Organizational skills / project management
HR metrics and analytics
Excellent literacy in MS Excel

AANBOD:

Salary indication between € 50,000.- and € 60,000.- annually ex bonus based on a full time workweek.

CONTACT

Send your CV to: Esther Sancho, match@inamat.net