

The EGI Foundation is looking for a HR Assistant

Job summary

We are searching for a HR Assistant that will be involved in the daily administration of the organisation's HR, helping the HR manager accomplish HR-tasks within the Finance and Administration Team. The HR Assistant will be responsible for compiling payroll data, validating and timely processing the monthly salary input for about 30 employees distributed across European countries. In addition the HR Assistant will be involved in recruiting and hiring processes and orienting new employees, and will be in charge of HR record maintenance and of maintaining internal procedures and handbooks.

Job Purpose and Responsibilities

As part of this role, the HR Assistant will take the following tasks.

- Payroll
 - Processing of the payroll, which includes ensuring vacation and sick time are internally tracked,
 - Review and checks of the payroll output data received from the payroll external providers,
 - Ensuring that overview of the payment to the employees, social security, wage tax, pension etc. in the specific countries is processed within agreed deadlines,
 - Handling of payroll errors in liaison with the Senior Finance Assistant to identify potential discrepancy in the monthly bookkeeping of the payroll,
 - Management of year-end processes such as annual payroll tax and payment summary reconciliations,
 - Internal support to staff regarding payroll matters.
- Recruitment
 - Posting of job openings and management of resumes and applications,
 - Scheduling of job interviews in liaison with the hiring managers,
 - Proceeding to the first level revision of references and background.
- Hiring process
 - Preparation of new employee files,
 - Collection of employment and tax information,
 - Support to new employees.
- Other HR administrative duties
 - Management of HR files and maintenance of data,
 - Ensuring that all required employee documentation is collected and maintained for Audit purposes,
 - Provisioning of HR secretariat support as required, including the support to staff to offer advice on rules, policies and procedures internal to the organization.

A HR Assistant is expected to be able to compile reports and spreadsheets and to contribute to the annual audit of the EGI Foundation.

Relationships

The HR Assistant reports with the HR Manager and works closely to the Senior Finance Assistant. S/he will be the primary contact of the payroll external providers and for other administrative matters as required.

Essential requirements

This position is suited for an experienced professional, meeting the following personal and professional requirements:

- Associate degree in HR administration or a related field or equivalent work experience,
- Demonstrated experience in HR,
- Ability to communicate clearly and effectively in English and in Dutch, both written and spoken,
- Excellent interpersonal skills and ability to work in a multicultural environment,
- Extremely detail oriented, thorough, and organized,
- Ability to prioritize and plan work activities as to use time efficiently,
- Excellent skills with tools of the Microsoft Office suite,
- Good IT skills,
- Knowledge in areas of HR management, administration, employment law and benefits is a plus.

Offer

- The position is offered for a period of one-year renewable upon satisfactory performance with a possibility for an open-ended position.
- This is a full-time (40 hours per week) position based in Amsterdam (relocation package available). A part time contract at 80% of the time is possible.
- Depending on experience, for an employee working in Netherlands, the gross salary for a full-time position will be in the range of € 3,717 to € 4,156 per month (corresponding to scale 4.4 to 4.8), with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses.
- There is a company health and pension scheme to which both the employer and employee contribute and 31 days of leave,
- Part time employee's entitlements will be calculated on a pro rata basis of a full-time employee.

Equal opportunities

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

Process and timeline

- Closing date for applications: 31 January 2021
- Online interviews: 10-19 February 2021
- Expected starting date: 1st April 2021

To apply

To apply, we invite you to send us two elements (by email, to jobs@egi.eu):

- A cover letter (in PDF format), explaining your motivations to apply and how you meet the requirements outlined above.
- A CV (in PDF format)

Incomplete applications will not be considered.

Thank you for your interest!