



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational producer of machinery, we are looking for an

HR Deputy Manager, Almere (1037) Future HR Manager, fluent in English

Company information

Our customer produces machinery and equipment which are being used for many applications in various industries. They are located in Almere, with the global HQ in Japan.

Job description

Our customer is looking to hire a HR Deputy Manager who is strategic and analytical with a strong pan-European level HR background to help grow the organization and its business in the near future. The HR Deputy Manager will report to the HR & Corporate Affairs Manager, and will be trained and evaluated in order to step up to a higher managerial position, to possibly become a member of KCME management team in the near future. The candidate will further optimize the HR and Corporate Affairs department.

- Supporting executive decisions, staff and stakeholders in an effective way
- Responsible for Compensation & Benefits (C&B)
- Initiating, preparing, calculating, processing, checking and pay-out of the monthly EMEA-payroll cycles in France, Italy, Germany, Poland, Finland and NL
- Ability to clearly communicate, analyse and solve problems with several European payroll providers, legal service providers and any other HR related third parties
- Act as Arbo case-manager and responsible for sickness absenteeism
- Periodic update of Employment contracts, employment guide book and other various internal guidelines and regulations
- Manage recruitment processes including drafting job descriptions and offer letters with the hiring managers
- Manage twice a year inhouse employee performance assessment scheme
- Make improvement recommendations to the MT
- Address and advise social legislation questions of employees and management
- Facility Management



Job requirements

In order to qualify for this position, required are at least the following criteria:

- A reliable team player and people manager
- Ability to initiate and maintain internal and external networks
- Able to work independently
- Business and financial acumen and a no-nonsense approach
- Preferably sound and good knowledge of French and Italian CLA's
- Proactive, result driven, service oriented and disciplinary mindset
- Ability to run and complete cross functional project teams
- Good understanding of labour laws, Collective labour agreements, health and safety regulations and other related laws and regulations
- Flexible and able to respond swiftly and effectively to changing priorities
- Excellent problem/conflict solving mentality finding a correct balance between both the employees and the company's business interests
- Strong communication, detail- oriented and organizational skills
- Proven track record in recruitment, interviewing processes, C&B administration, payroll, and handle employer's and employee's insurances and pension plans
- Proficiency with IT tools (MS Office/Excel)
- A proven track record of HR-experience in a similar position in an international preferably technical or manufacturing company or construction industry
- Bachelor or Master Degree in HR, Law or Business Administration
- Up-to-date knowledge of employment law, regulations and specific Dutch employment law and social legislation

Are you looking for this broad and challenging role? Please send your CV to Gert Jan van der Lei (application@nipponrecruitment.com) or call +31 6 2125 7183.