



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our innovative customer, dedicated to creating software that supports effective communication and collaboration, located in Amsterdam, we are looking for an*

## **HR Generalist, Amsterdam (1041) Fluency in Dutch and English**

### **Company information**

Our customer is a modern and top innovative company, being headquartered in Japan with overseas business branches in New York City and Singapore City. They develop powerful collaboration tools, project management tools and team communication tools.

### **Job description**

As HR Generalist, you will be responsible for:

- Designing and updating job descriptions
- Sourcing potential candidates from various online channels
- Composing recruiting emails to attract passive candidates
- Screening incoming resumes and application forms
- Interviewing candidates via phone, video and in-person
- Advertising job openings on website, social media, job boards and internally
- Providing shortlists of qualified candidates
- Sending job offer emails and answering queries about compensation and benefits
- Participating in job fairs and hosting in-house recruitment events
- Collaborating with managers to identify future hiring needs
- Acting as a consultant to new hires and helping with onboarding
- Ensuring the excellent employee experience in the Amsterdam office
- Striving to maintain the great company culture
- Managing office/facilities related projects, incl. office search and future relocation
- Supporting management with a variety of tasks when required
- Assisting the Developer Advocate in the organization
- Managing internal events with the help of the extended team such as happy hours, celebrations, team building, etc.



## **Job requirements**

- 3+ years of experience in HR / recruitment in the IT/tech industry
- Solid knowledge of and experience with the Dutch visa system, 30% ruling applications, IND rules and regulations is a MUST
- Familiarity with Applicant Tracking Systems and resume databases
- Solid verbal and written communication skills
- Experience with sourcing techniques
- A strong passion for creating the ultimate employee experience
- Extraordinary attention to detail and organization, with the ability to juggle multiple projects and wear different hats
- Personable, dependable, hardworking and love to work in a collaborative environment
- Ability to adapt to changes and remain calm in chaotic and ambiguous situations
- Proficiency with MS Office
- Ability to quickly pick up different tools and applications
- High proficiency of Dutch (required!) and English, both written and verbally
- Previous start-up experience is a big plus

Are you looking for the next step in your career, with an expanding multinational? Please send your CV to Yuko Shiraishi ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)) or call +31 6 1209 5768.