



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a global Japanese corporation, which will start up business in Rotterdam (Botlek), we are looking for an

HR Manager Rotterdam, Full-time, English and Dutch

Company information

Our customer is a Japanese company, headquartered in Tokyo, Japan, with a strong position in chemicals and life science. In the Netherlands, a new entity (B.V.) is established to start up production for the European market. They will have about 45 local employees working in the plant, which will be located at Rotterdam (Botlek).

Job description

As HR manager, you will provide support to the Administrative General Manager from Human Resources, General Affairs and Office Management perspective.

- Managing the HR department and designing, implementing and monitoring a variety of HR programs, policies and processes, including execution of all of the HR related practices, such as actual recruitment activities
- Managing and coordinating the general affairs and office management
- Managing other HR employees and capable of providing support when complex, specialized, and sensitive questions and issues arise
- Understanding and translating the parent company HR strategy into a suitable HR and Talent strategy for the NL entity, relating to current and future talent needs, recruitment, retention and succession planning
- Co-developing the HR operating model for the NL entity including hierarchical structure, reporting lines, job requirements and capabilities
- Implementing onboarding programs and creating learning and development programs to provide employees with internal development opportunities
- Drafting job descriptions and lead the recruitment and on-boarding efforts, including drafting and/or reviewing of employment offers and employment agreements
- Performing job evaluations and external benchmark reviews in order to be able to offer competitive compensation packages to retain and attract talent, as well as determining appropriate incentive schemes for the organization
- Setting up, adjusting, and maintaining the salary structure including taking the lead in the annual merit increase process
- Setting up appropriate performance management system that drives the right performance culture, assisting employees tasked with performance appraisals of subordinates, managing resulting compensation decisions such as raises or bonuses
- Responsible for managing the payroll process, providing necessary payroll support systems, and liaising with payroll processing companies



Job requirements

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

- Good oral and written communication skills in **English and Dutch**
- Minimum of 5 years of relevant experience in HR business operations
- Management experience in HR and Corporate Services
- At least Bachelor's degree
- Basic knowledge of Accounting, Finance, IT and logistics
- Understanding of the Japanese business culture
- Demonstrable affinity with Dutch labour law
- Experience with labour union relations in the Netherlands
- Experience with HR IT systems such as SAP SuccessFactors or Workday
- Excellent interpersonal, negotiation and conflict resolution skills
- Thrives in an international business environment
- Self-starter with multiple focus on people and business

Are you looking for this broad and challenging role? Please send your CV to Ayana Otahara (application@nipponrecruitment.com) or call +31 6 30137769.