

HR Specialist with Dutch

For our valuable client, a truly global leader in manufacturing and development, we are looking for **Dutch speaking candidates to join their expanding HR team**. If you have passion for HR but no previous experience in the field, if you **are fluent in Dutch and English**, and are looking for an opportunity to begin your career with a world-renowned brand, this is the chance for you.

In this position, you will gain valuable HR experience in a wide range of projects and supportive administration, including:

- Contract preparation
- On-boarding and exit administration
- Medical, benefits and leave administration
- Reports related to HRS
- Answering customers calls
- Support HRS related audit
- Answering to employees queries and directs them to the right channel if needed
- Coordinate and provide data and info to payroll for monthly closing
- Working closely with other department like Finance, Government Relations, Staffing

Compliance with all required policies & local labour law is required in the position and successful employees will be encouraged to be involved in process integration and proactively look to improve processes and increase efficiency.

Required competencies:

- Evident passion for HR and desire for an administrative role
- Fluent Dutch and good level of English required
- Friendly person with team spirit
- Be optimistic and able to change/improve processes
- Previous experience in customer service/relations

We offer you:

- Permanent full-time employment
- Work in multinational team and company
- Benefit package – 5 weeks holiday, meal vouchers, pension insurance, e-learning system, language courses where applicable, etc
- Flexible working hours where possible
- Yearly performance increase
- Opportunity to build your career with global company
- Daily use of foreign languages

Please send your resumes to klara.pronerova@randstad.cz or apply through Randstad.cz job portal.