

Job description

Title: Junior HR Business Partner
Reports to: Director HR
Location: Amsterdam, the Netherlands

Company Description

Segway-Ninebot is a global pioneer in high-tech electric mobility, dedicated to revolutionizing how people move. Our mission is to simplify the movement of people and goods, making life more convenient and captivating. Beyond leading innovation in micro-mobility, we are deeply engaged in service robotics and intelligent short-term transportation. With the headquarters stationed in Beijing, China, we focus on research, development, design, and distribution of cutting-edge short-distance transportation solutions. Segway-Ninebot Europe operates with branches in The Netherlands, Spain, France, and Germany.

General Description

The HR Business Partner will work closely with the Director HR and support daily HR activities with the European organization and serve as an advisor for managers on various HR themes, including recruitment, labor law questions, absenteeism.

Key Responsibilities

- Responsible for clear HR processes and supporting systems, including the execution of HR and payroll administration. Additionally, you serve as the point of contact for external suppliers and advisors, such as recruitment agencies, payroll companies and occupational health services.
- Provide HR advice and guidance to managers and employees on a wide range of topics, ensuring alignment with company policies and legal requirements
- Facilitate full cycle recruitment activities as needed, including sourcing, screening, interviewing, conducting reference checks and selecting candidates. Works with hiring manager(s) to ensure interviewing practices are followed.
- Lead offboarding process for leavers and lead onboarding process for new employees including preparing offer letters/employment contracts, payroll documents, etc and ensure new employees feel at home quickly and understand what is expected of them.
- Update all HR data in HRIS
- Provide advice and coordination regarding the Wet Verbetering Poortwachter, ensuring compliance with regulations and supporting effective reintegration processes for employees on sick leave
- Facilitate employee engagement initiatives, surveys, and feedback mechanisms to enhance workplace culture and morale (company event, Christmas, etc.)
- Works with HR Director in managing employee relations issues, providing guidance and support to resolve conflicts and promote a positive work environment
- Administers and tracks all leave of absences ensuring all applicable labour laws are applied and documented accordingly
- Work closely with the Office Manager and take on projects that contribute to creating a workplace where people enjoy working
- Administers the performance management program, including annual review

- Manage facility management tasks for regional locations. This includes coordinating facilities issues with building management, vendors and services to ensure all offices environmental aspects are in perfect condition and ensuring usability and engagement

Qualifications and Skills

- Fluency in English (must have) and Dutch (preferred)
- Bachelor's degree in human resources
- 2+ years of human resources employee relations, payroll and recruitment work experience
- Comprehensive understanding of European employment laws and regulations
- Team player
- Strong interpersonal and customer service skills
- Must be very detail oriented
- A proactive, solution-oriented, results-driven, and accurate work attitude
- Ability to manage multiple projects and proactively looks for ways to improve processes
- Ability to exercise discretion, judgment, tact, and poise in handling highly sensitive, and confidential information