

Giken Europe B.V. (Almere Office)

Position

Administrative Assistant Manager / Senior Administrator

Responsibilities

1. Human Resources 30%

- Creation/management of Employment Contracts
- Creation/management of Employee Handbook and related policies
- Set-up/management of payroll calculation and tax return
- Recruitment of new personnel
- Support for setting up the performance appraisal system
- Understanding of the latest employment laws

2. General Affairs 30%

- Management/operation of compliance-related work (Health and Safety, CLA, Pension Fund, GDPR, etc.)
- Management of various insurance (business, movable property, cargo, liability, sickness, passengers, household, medical care, etc.)
- Registration Update (KVK, Companies House)
- Contracts management
- Support for expatriates (Dutch to English translation/ interpretation, Work Permit, 30% ruling application, etc.)
- Management of IT environment (Internet, telephone, printing machines, TV conferencing systems, etc.)

3. Accounting 20%

- Support of the account manager
(accounts receivable and accounts payable, bank statement management, payment etc.)

4. Daily Chores 20%

- Answering phones
- Serving clients
- Office equipment management / purchase
- Post management
- Courier arrangement
- Improving the work environment

Requirements

- Dutch native (regardless of race) and good English competency
- Valid work permit for the Netherlands
- **Attentive**, cooperative, flexible, harmonizing and having high communication skill
- **Having some experience in HR and compliance-related work (Health and Safety, CLA, GDPR, and so on) and being able to communicate with external consultants**
- **Willing to do the daily chores**
- International minded (work experience in Japanese companies is a good plus)

Estimated annual income

- 50k~55k
- 24 holiday days, commute allowance (€0.19/km)
- Other allowances (13th salary, pensions, etc.) may be considered
- Part-time may be considered if the candidate wishes