

HR Medewerker

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Company: Language Matters

Location: Netherlands

Category: production

Do you enjoy streamlining recruitment processes with your passion for fairness and compliance? Would you like to help shape organisational integrity by maintaining meticulous records and dealing with conflict of interest assessments? Your expertise will drive efficiency and ensure every candidate feels valued and respected. We have a unique opportunity for you to work for a European Commission Research Centre.

Your responsibilities will include:

Manage the process of hiring staff, including finding and advertising job openings, checking applications, analysing potential candidates, helping with interviews, and communicating with applicants.

Manage jobs in Sysper, including monitoring of vacancies.

Oversee the process of selecting and recruiting contract agents, including conducting database searches, coordinating interviews, communicating with candidates, and drafting recruitment requests.

Contribute to the assessment and measures regarding conflict of interest.

Handle the procedures for recruitment of different types of contracts e.g. (1) Blue Book;(2) Seconded National Experts (SNEs) and National Experts in Professional Training (ENFPs); (3) contracts of interim and local staff.

Note: This is a 6-month temporary contract with no guarantees on extensions or moving in to a different role.

Requirements:

Fluent English proficiency + at least B1 Dutch level

Previous 2+ years of experience in HR

Capacity to analyse and structure information

Strong communication skill and can work with the team

Proactive and autonomous

To apply, please send your CV in English to Hsun.

language matters is acting as an employment agency in relation to this vacancy.

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