

Human Resource Advisor (APAC Region)

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Company: Rainforest Alliance

Location: Amsterdam

Category: other-general

Position summary:

The purpose of the HR Advisor role is to provide people-centric HR solutions and advice on HR policies and procedures, leading employee relations cases, and providing HR consultancy/generalist support to the business.

The HR Advisor is accountable for supporting aspects of the employment cycle in the APAC region in collaboration with other regional HR Advisors and reports to the APAC Regional Director and Senior Manager, People Shared Services.

In addition to their daily duties, the HR Advisor will act as an intermediary between departments and the HR team while also being the first point of contact for employees and operational managers in APAC locations.

Responsibilities:

The Rainforest Alliance's Core Values are Impact, Change, Collaboration, Openness and Trust and as such they form the basis of the behaviours we demonstrate;

Act as a trusted and authoritative advisor to management on a range of people related topics and HR practices in APAC, adhering to local employment law and maintaining standard methodologies;

Lead the day to day generalist HR activities relating to the employee life cycle – including: onboarding, employee relations, engagement, performance management and separation onboarding, and performance management (onboarding and performance management will transition to Talent Management in the new HR reorganization);

Act as the single point of contact for employees and operational managers providing quick, accurate and consistent advice. Including, and not limited to: recruitment and position management, guidance on company policies and annual processes;

Drive employee engagement and an exceptional employee experience in the APAC region by taking initiative and making use of our Center of Excellence (CoE) (Talent and Learning; Organizational Effectiveness);

Ensure effective implementation and execution of all Global and local HR policies, procedures and initiatives, with a focus on fairness and consistency, and contribute to the design, update and improvement of HR policies and initiatives;

Work closely with peers in HR People Services Center to ensure all employment updates and changes are implemented in the APAC region. Seek to identify areas for potential improvement including systems, policies and processes and bring these to the attention of the Senior Manager, People Shared Services with a plan of action;

Support the Senior HRBPs on all annual/cyclical activities such as performance reviews and calibration, mid-year reviews, compensation, and promotions process;

To lead the local talent processes, in close collaboration with Talent Acquisition, ensuring Rainforest Alliance hires the right talent and that our internal talents are being developed for future roles (will transition to the recruiting team in the new HR reorganization), and

Assist with ad-hoc projects and duties.

Qualifications:

Bachelor's (or Master's degree) in HR, Business Administration, Organizational Development, Industrial Psychology or related field;

6-8 years minimum proven work experience in HR, preferably generalist with experience in several countries in APAC;

Experience of providing solutions on complex employee relations topics;

Experience of supporting HR activities across multiple locations or countries, including ability to build relationships and influence remotely and effectively;

Ability to interpret policies, research local legal requirements and provide solutions;

A proactive self-starter who has the ability to present solutions and identify areas for operational efficiencies;

Strong Microsoft Office skills and familiarity with HRIS systems or the ability to pick up internal HR systems quickly;

Sound judgement and problem-solving skills;

Engaging and open-minded approach with a high level of professionalism, discretion and the ability to build relationships with key partners across the globe;

Excellent interpersonal skills;

Proficient in English, both verbally and in writing;

High level of attention to detail with excellent organizational and time management skills;

Job level: 3A

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Cross References and Citations:

- 1. Human Resource Advisor (APAC Region) [Braziljobs Jobs AmsterdamBraziljobs ↗](#)**
- 2. Human Resource Advisor (APAC Region) [MedicalassistantjobsJobs Amsterdam Medicalassistantjobs ↗](#)**
- 3. Human Resource Advisor (APAC Region) [MontrealjobsJobs Amsterdam Montrealjobs ↗](#)**
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