

# Netherlands Jobs Expertini®

## Human Resources Administrator

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Company: Neogene Therapeutics

Location: Amsterdam

Category: office-and-administrative-support

The Human Resource Administrator will provide support to the Human Resources Department in the Netherlands. In this role you must possess a high degree of professionalism and know how to represent both the company policies and the needs of the employees. The HR Administrator will assist in the administration and execution of human resource operations including updating and maintaining employee records, preparing payroll, recruitment activities, onboarding, benefits, insurance, leave of absence, off boarding, and compliance related matters. This role reports to the Senior Manager, Human Resources and is based in Amsterdam, Netherlands.

### **Essential Functions and Responsibilities**

#### **Employee Records Management:**

Provides HRIS support by entering employee information, including position management and employee data changes in NL systems. Maintains accurate and up to date employee records. Routinely runs various ad-hoc reports and documents. Ensure compliance with data protection regulations and confidentiality policies.

#### **Recruitment and Onboarding Support:**

Assist in the recruitment process. Collaborate with hiring managers to facilitate the onboarding process for new employees. Administers new hire orientation.

#### **HR Administration:**

Handle administrative tasks related to HR processes, such as employee contracts, benefits, and leave management. Respond to employee inquiries regarding HR policies and procedures. Assists with the off-boarding process and terminations.

**Compliance and Reporting:**

Stay informed about changes in labor laws and regulations in the Netherlands, ensuring compliance with local legislation. Prepare reports and documentation as required by management or regulatory bodies.

**Support HR Projects:**

Assist in the implementation of HR initiatives and projects, such as performance management systems, employee engagement programs, and diversity initiatives.

Collaborate with the HR team on special projects and initiatives to support organizational goals. Perform other duties and special projects as assigned.

**Required Skills/Abilities**

Proficiency in AFAS software and MS Office applications.

Strong organizational skills with the ability to multitask and prioritize tasks effectively.

Excellent communication and interpersonal skills.

Ability to maintain confidentiality and handle sensitive information with discretion.

Detail-oriented with a high level of accuracy in data entry and record-keeping.

Ability to juggle multiple tasks of varying priorities and function in a fast-paced environment.

Excellent time management skills with a proven ability to meet deadlines.

**Education and Experience**

Bachelor's degree in Human Resources, Business Administration, or related field.

A minimum of two (2) years demonstrated experience in a similar HR administrative role.

Preference is experience in the biotech, pharmaceutical or life sciences industry.

Fluent in Dutch and English

At Neogene we celebrate the diversity of our employees and our leadership. Neogene is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status,

protected veteran status or any other characteristic protected by law.

## **DE&I Statement**

Headline: We embrace our individual differences.

Our mission is to build a workforce reflective of our communities to be receptive to patients' broad and unique perspectives, enabling us to empathize with their needs. Together, we strive to uphold a value system that promotes:

Opportunities for continuous learning to drive behavioral change and to be respectful of other points of view

A collaborative culture that leverages the diverse perspectives of employees and supports courage

Zero tolerance for discrimination

We are committed to an emotionally and psychologically safe workplace that trusts employees to boldly explore innovative solutions. We recognize that intentionally embracing diversity at Neogene, empowers us to better relate to patients, and advance our mission to deliver cures where none exist.”

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