Human Resources Assistant

The ESF is a non-profit organisation dedicated to the support of science operations through high level partnerships with research organisations. We operate in the EU and wider European environment and collaborate with major scientific stakeholders. In the frame of our development we invite applications for a Human Resources Assistant.

The mission of the position is to provide efficient organisational and administrative support to the Corporate Officer HR.

This position will involve:

▪ Providing support to the personnel administration: follow up of entries and departures according to standard procedures, end of contracts, HR database, staff insurance (quarterly reporting), sick leave documents, temporary agency invoices and contracts, transport costs, administrating luncheon vouchers, preparing certificates and templates...
▪ Assisting the Corporate Officer HR in the management of the time and attendance system;
▪ Providing support to the recruitment process (post job announcements, CV selection, check availability of panel members, send interviews invitations, establish interview schedule, reserve meeting room/video/tele-conference, logistical support to candidates, prepare introduction bags, prepare induction plan, ...);
▪ Providing practical guidance to new starters coming from abroad, in terms of housing, schooling, health insurance, bank ...;
▪ Providing support to the implementation of the yearly training/development plan (search for international training contractors with experience in multi-national environments, practical organisation of the training course);
▪ Producing optimal, quality and timely HR indicators;
▪ Working closely with the Finance team.
▪ Acting as a contact point for ESF staff for questions related to the Human Resources administration in a professional and prompt manner;
▪ Implementing an efficient filing system;
▪ Contributing to a constant improvement of HR processes and administration;
▪ Undertaking other specific tasks at the request of the Corporate Officer HR.

The HR Assistant should demonstrate the following competencies:

▪ BTS, Bachelor or Licence in Human Resources or similar with 3-5 years ‘experience in payroll and personnel administration, ideally in an international environment;
▪ Good understanding and knowledge of French labour law, knowledge of payroll rules being an advantage;
▪ Good working level in English, both spoken and written;
▪ Excellent level in using Microsoft Office software, in particular advanced level in Excel.
▪ Strong inter-personal and communication qualities within a multicultural context, including diplomacy, discretion and confidentiality;
Extremely organised, with documentation filing and archiving competencies;
Capacity to prioritise in a job context involving many various tasks;
Action orientated, responsible, autonomous, creative and continuously improvement-minded to enable review of processes with a view to simplification and automation;
Service oriented for effective staff assistance;
Capacity to work in a team and in relation with other services;
Capacity to take on responsibilities and work autonomously;
Critical mind, rigorous and well-organised;
Positive and constructive attitude.

Employment conditions:

- The position is expected to be full-time (100% FTE) and will start as soon as possible.
- Permanent contract (CDI).
- The person selected for the position will be working from the ESF Headquarters in Strasbourg.

Please send your application (cover letter + CV in English) by 23 September 2021 to jobs@esf.org quoting the following reference HRA2021. Interviews will be held in Strasbourg on 7 October 2021.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.