

Human Resources (HR) Generalist

Current vacancy: apply as an HR Generalist. We have an exciting opportunity available at our office in Amsterdam.

Who are we?

United is an independent provider of finance and trust services with a truly personal approach. We unite disciplines, connect networks and cross borders to bring our clients the services they need and deserve. United serves a wide range of companies, investment industry professionals and wealthy individuals the world over. Our 170 experts work from nine offices in financial hotspots around the globe.

At United, we believe that providing financial and legal services is a people business. A business built on trust. That is why we are so committed to finding and hiring the right people. When we hire people, we give them our trust. United offers you the perfect environment to grow personally and professionally.

Our team of some 40 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a part of our team, first-class expertise in the HR field is a given. Experience is a bonus. A history of community service is an advantage. Integrity and people skills are paramount.

What does an HR Generalist do?

As a HR Generalist you are the single point of contact for all HR-related matters. You are responsible for advising, coaching and supporting United International Management BV and its Holding company regarding HR issues, HR policies and current HR developments. Your contribution ensures that United attracts and retains its talent. The main tasks and responsibilities include:

- Acting as a daily point of contact for employees and managers regarding HR policies, procedures and programmes (such as onboarding of employees)
- Supporting, reviewing and re-engineering main HR processes such as employee onboarding and offboarding, compensation and benefits, training and development, absenteeism, performance management, legal compliance, employee engagement and communications
- Promoting employee attraction and retention, supporting workforce planning activities
- Maintaining HR files and databases, preparing and analysing reports for management reporting and discussion purposes

- Liaising with the external payroll administration, providing the necessary payroll input data including employee movements, checking payroll output and ensuring the payroll process is completed in a timely, accurate and complete manner
- Liaising with UWV, Arbodienst, pension provider, and IND
- Designing, contributing to and implementing HR projects and initiatives in cooperation with management

What are we looking for?

We are looking for a candidate with full understanding of HR functions and best practices, a working knowledge of Dutch labour law, the ability to see the bigger picture and understand the strategic implications of decisions, proven ability to prioritise your workload, a service oriented mentality, capability to work independently, proficient experience in MS Office tools, excellent communication skills and fluent in Dutch and English. To be successful in this position you will need to have a Bachelor's degree in HR with relevant work experience in a similar role.

What can we offer?

You will have the exciting opportunity to work in an international environment as our HR Generalist, with the support of a great team who work together on the basis of responsibility and trust. We offer all our staff an excellent remuneration package and unique opportunities to develop personally and professionally.

Interested?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send us your motivational letter and CV. We look forward to receiving your application.

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