



HR Officer (32-40 hours)

Location: Serooskerke (Walcheren)

Publication date: March 2023

The position

Due to expansion of our operational activities, we are looking for an HR Officer. In this position, you will work together with the Operational Department in an effective and efficient way. Your work consists of a wide range of HR tasks.

Tasks and responsibilities

- Recruiting and selecting staff in close cooperation with the relevant departments.
- Managing the onboarding process of new staff.
- Maintaining personnel database.
- Drafting and improving HR procedures and employee handbook.
- Advising management on HR developments.
- Sick leave registration and administration.
- Point of contact for employees on HR-related matters.

Job and skill requirements

- Degree in HRM (not required if you have sufficient experience in a comparable position).
- Good communication skills in Dutch and English (oral and written).
- Ability to work effectively and able to set priorities.
- Able to work in a team as well as independently.
- Experience with computer and Microsoft Office.

What we can offer

A varied, international working environment with a lot of responsibility. A committed and friendly team where every member strives for the best team results.



Interested?

If this job appeals to you, please send your application to hr@oosinternational.com. For additional information please call +31 118 726200 and ask for the HR department.

Contact OOS International

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