

HR & PERSONNEL OFFICER (16-32 HOURS)

FOR THE SUPPORT TEAM AT FAIR WEAR FOUNDATION

At Fair Wear Foundation, we know there's a better way to make clothes. A fairer way. We want to see a world where the garment industry supports workers' rights to safe, dignified and properly paid employment. This is why we focus on the most labour intensive parts of the supply chain, to find answers to problems others think are unsolvable. We partner with brands and support workers. We take practical steps and test new solutions to show that it's possible to make clothes in a fairer way. With industry influencers, we push towards a new normal creating change that goes far beyond our reach.

Together, we're making fashion fair for everyone.

Fair Wear is an Amsterdam-based, international non-profit organisation. We support our 130+ member brands with practical knowledge and guidance and verify their efforts at their headquarters as well as in production countries. Our Amsterdam-based staff has a diverse background and works with expert teams in eleven production countries. For more about our work, see [here](#).

OVERVIEW OF ROLES AND RESPONSIBILITIES:

As HR & Personnel Officer, you will be a member of the Support Team which combines the Finance, HRM, Office Management and IT services.

In this role you have the opportunity to actively work on improving the system you work with, as well as HR in general. You will be the face of HR and thus will be the first point of contact for all things related to e.g. illness, leave, contracts, staff regulations, and pension.

We divided the HR work in several layers and would also like to invite anyone to apply for this job if the availability is less than 32 hours. We offer flexibility in office hours and working from home (50%) and choosing a flexible working schedule during the week.

The core activities we expect from the applicant are and take up around 16 hours a week

- Supporting teams, supervisors, and staff members on all HR-related issues.
- **Personnel administration.** This includes preparing contracts for the Dutch and German staff (around 45), making sure the personnel files are complete and up to date, as well as managing sick leave, pension and insurance administration.
- **Payroll administration.** Preferably you have experience with AFAS (or similar) so that you can process it yourself. If not, you will be coordinating this with an external agency to ensure that a correct and timely payment takes place every month.

Based on the availability the following tasks can be added:

- **Personnel administration non-EU based staff** This includes preparing contracts for the non-Dutch staff (around 20), making sure the personnel files are complete and up to date, as well as managing sick leave, pension and insurance administration.
- In close cooperation with the Office Manager, ensure Health and Safety procedures for staff and adhered to.

- **Recruitment coordination** and implementation whereby you work together closely with team supervisors and team members.
- Work together with other members of the Support Team for reporting (including but not limited to, HR and Financial reporting), policy development, and advice to management on organisational procedures.

SKILLS AND QUALIFICATIONS:

We are looking for someone with the following qualifications and skills:

- Bachelor or professional training in HR, Personnel Administration or equivalent. Having the Praktijkdiploma Loonheffingen (PDL) is a plus.
- Several years of relevant professional experience in HR. Experience in payroll and/or working with AFAS is a plus.
- Good communication skills in English and Dutch, both verbally and in writing.
- Knowledge of the Dutch labour laws and willingness to stay up to date.
- People oriented, enjoys working in a multicultural team, and is culturally sensitive.
- Flexibility and ability to manage tasks independently.
- Dutch workpermit or equivalent.

If you do not meet some these qualifications, but feel like you would be a good fit nevertheless, we do encourage you to reach out.

WE OFFER:

- A role with a wide variety of possible responsibilities in an international and dynamic environment.
- A one-year contract for 16-32 hours per week with the intention to extend.
- Wage offer depending on experience in: scale 10 (€ 2918 - € 4660) based upon a 36 hour working week.
- A hybrid work setting with an office at the World Fashion Centre in Amsterdam.

If you are interested, please send your CV with cover letter to vacancy@fairwear.org no later than 16/06/2023.

We will be interviewing candidates on a rolling basis and will close the vacancy if the right candidate is found before the stated deadline. As such, we encourage you to submit your applications sooner rather than later.

Please visit www.fairwear.org for more information about our organisation. For more information about Fair Wear, the application process in general, and the position, you can contact us at personnel@fairwear.org.

Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.