

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit www.eit.europa.eu

The European Institute of Innovation and Technology (EIT) recently launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. www.eitmanufacturing.eu

EIT Manufacturing now invites applications for the position of

HR Coordinator – EIT Manufacturing

Full-time position at the EIT Manufacturing Headquarter in Paris Saclay

About the position

As our Human Resources and payroll Officer, you will be the first point of contact regarding HR topics and be will be responsible for the day-to-day management of personnel files as well as the management of the employees' arrivals and departues. In collaboration with the HR Manager and local resources, you will ensure that the HR Policy is implemented in HQ and the Co-Location-Center. You will be responsible for the maintenance, compliance, and data integrity in all HR documents, systems and tools. You will also prepare and submit data for our monthly payroll to our external payroll provider.

Missions and key Accountabilities:

- **HR Administration**
 - **End-to-end management of the employee onboarding and offboarding process.**
 - Onboarding: sending the offer letters, requesting the dpae, drafting employment contracts (CDI, CDD), amendments, registering with the occupational health authorities, as well as other administrative procedures related to the hiring of an employee.
 - Offboarding: Administrative procedures related to the departure of an employee,
 - **Regular updating of the personnel file and staff register**
 - Onboardings/ offboardings, internal mobilities
 - Sick leave reception management
 - Gather data, documents and information for Audits
 - Ensures 100% date integrity and compliance in all HR documents.
 - Reporting on Gender and Nationalities breakdown

- Management of the HRIS tool (personal file, absence management and expense claim tool)
 - First point of contact for the use of the internal HRIS system..
 - Ensure 100% data integrity and compliance in the tool.
 - Update the personnel file, with all information related to the employee.
 - Monitoring of absences and correction of counters (if necessary).
 - Regular communication and contact with the support team of our HRIS provider
- **Payroll**
 - Preparing and sending the various payroll variables to the external payroll firm
 - entries, departures, absences, sick leaves, lunch vouchers and Navigo reimbursements
 - Verification of pay slips (after receipt from the external payroll firm)
 - First point of contact for employees and payroll provider
 - Re-fills and orders of luncheon vouchers (on a monthly basis)
- **Recruitment:**
 - Management of the publication of job offers and deletion of offers.
 - Provide a response/feedback to candidates
 - Attend recruitment interviews
- **HR strategy :**
 - Assist in updating/drafting of human resources policies
 - implementation of HR policies in EIT Manufacturing
 - Social law watch
- **HR projects:**
 - Improve and update the EIT Manufacturing employee handbook
 - Employee surveys
 - Participation in HR projects at the direction of the HR Manager

Qualifications:

- Master's degree with a specialisation in HR. A complementary background in psychology, social sciences and/or labour law would also be appreciated.
- Minimum 2 years experience in HR fields.
- Minimum 2 years experience running payroll, liaising with external payroll providers.
- HR functional experience with an understanding of payroll and HR operations and French labor law.
- Good command of IT tools (Office, Visio for flowcharts, web collaborative tools...)
- Fluent in English and French. Proficiency in additional European languages is a plus

Skills:

- You are analytical and detail oriented
- Initiative to resolve issues independently and come up with new process and methods
- You have experience interacting with all level of management and staff
- You combine strong communication and listening skills
- Excellent communication skills both orally and in writing (French and English)
- You are proactive, independent and trustworthy
- You respect timelines and deadlines
- Team player able to engage with employees with different backgrounds and culture
- You enjoy working in matrix-organisations and multinational teams
- You show a can-do attitude and you are willing and eager to learn

Experience (strong plus):

- Experience with LUCCA (HRIS tool).
- Experience with Oracle Netsuite
- HR Experience within a trans-european setting
- Experience with European Commission funded programs (e.g. Horizon programs)

We offer:

- a full-time contract under French labor law (CDI)
- a start-up mindset, fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- a friendly atmosphere within a dynamic team at modern and well-located office facilities

Location

The role location will be at EIT Manufacturing HQ in Saclay (France). The HR and Payroll Officer will have the opportunity for Hybrid working.

Reporting

The HR and Payroll Officer will report to the HR Manager.

Equal opportunities

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

Selection Committee

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Shortlisted candidates may be invited for an interview at EIT Manufacturing with the Human Resources Manager and a member of the Management team. Candidates may be asked to provide proof of qualifications, references, background, skills, and experiences by providing relevant documents.

Protection of personal data

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

Application

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: hr.hq@eitmanufacturing.eu with subject header "EIT Manufacturing HR Coordinator- HQ".

The application should be written in **English**.
Only complete applications will be evaluated.

Closing date is **30/04/2023**.

For further information, please contact hr.hq@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!