

EIT Manufacturing, a Knowledge, and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on supporting entrepreneurship, innovation, and education, to add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. www.eitmanufacturing.eu

EIT Manufacturing brings together leading organizations along the entire value chain – smaller companies, larger industrial corporations, excellent academic and research institutions, and public sector organizations. Together we work toward a more competitive manufacturing ecosystem in Europe by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting key data. EIT Manufacturing has Central Offices in the Paris area and develops activities across a network of regions with offices in Gothenburg, Darmstadt, Vienna, Milan, Athens and San Sebastian. EIT Manufacturing has more than 200 Core and Associate Partners.

EIT Manufacturing now invites applications for the position of

HR Business Partner - EIT Manufacturing

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

About the position

As our Human Resources Business Partner, you will be the primary HR contact for mid-level managers and employees. You will address diverse topics such as employee relations, performance management, onboarding, offboarding, and talent development. Your role is crucial in implementing HR policies at our HQ and ensuring compliance with French regulations. You will also be responsible for producing documents and reports for the Comité Social et Économique (CSE) in close collaboration with the HR team.

Key Responsibilities:

1. Employee Relations

- Serve as a trusted advisor to managers and employees on HR-related issues.
- Address employee concerns and grievances promptly and effectively.
- Promote a positive workplace culture and ensure compliance with company policies.
- Prepare documents for meetings and consultations with the Comité Social et Économique (CSE).
- Manage the end-to-end onboarding and offboarding process for HQ employees.
- Collaborate with the HR and Payroll Officer to ensure all employee records are up to date, including the Personnel Register and Employee Personnel Files.
- Update and improve the EIT Manufacturing Employee Handbook with the HR and Payroll Officer.
- Develop and initiate projects to enhance employee working life.

2. Business Partnering:

- Act as the business partner for Managers and Senior Managers at HQ, providing coaching to enhance their leadership skills.
- Serve as an advisor on employment practices and compliance.
- Assist managers throughout the performance management process.
- Advise stakeholders on action plans following the annual Employee Opinion Survey and ensure implementation follow-up.

3. Recruitment:

- Oversee the full recruitment process at HQ.
- Management of the publication and removal of job offers.
- Provide feedback to candidates.
- Take part in recruitment interviews.

4. Legal Compliance :

- Contribute to annual mandatory reporting to French authorities
- Advise on compliance with labour code and French labour standards

Qualifications:

- Master's degree in HR, with a complementary background in psychology, social sciences or labour law appreciated.
- Minimum 4 years experience in an HR Business Partner role.
- Strong knowledge of regulations related to the Comité Social et Économique (CSE)
- Proven ability to build strong relationships with internal and external stakeholders.
- 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:

- Analytical and detail oriented
- Proactive in resolving issues independently and developing new processes and methods.
- Experience in interacting with all levels of management and staff
- Excellent oral and written communication skills in French and English.
- Proactive, independent and trustworthy
- Respect for timelines and deadlines
- Team player capable of engaging with employees from diverse backgrounds and cultures
- Can-do attitude with a willingness to learn

Preferred Experience (strong plus):

- Experience with HRIS tools.
- Previous role as an HR Business partner in an international organisation.
- Experience in the Diversity, Equity, and Inclusion field.

We offer:

- a full-time contract under French labor law

- 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 in Paris (France). The HR Business Partner will have the opportunity to benefit from hybrid working.

Reporting

The HR Business Partner will report to the Head of Human Resources.

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 Head of Human Resources and a member of the Management Team. Candidates may be asked to provide proof of qualifications, 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 be **submitted in English** and 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 Business Partner".

Only complete applications will be evaluated.

Closing date is **August 11th, 2024**.

For further information, please contact hr.hq@eitmanufacturing.eu
Please join us on this exciting journey. Send us your application now!