

Job Title:	HR Administrator & Payroll Coordinator
Location:	Almere – The Netherlands (EU)
Employment Status:	
Reports To:	This position will report to the HR Director
Travel (%):	< 5%
<u>Major Roles & Responsibilities</u>	<p>We are currently looking for an HR Administrator to support our HR team in Almere. This position is responsible for processing the organization's payroll in the assigned countries in Europe and compile payroll data to maintain accurate payroll records, besides performing various administrative tasks in the HR department.</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Act as the main point of contact for employees in EU relating to Payroll related queries • Provide payroll input to the Payroll department through the HRIS system and related payroll files in line with local fiscal and labor legislation • Keep HRIS systems up to date and accurate for assigned EU countries • Provide information to Finance and auditors on payroll-related matters • Participate in yearly audits like, ISO and Sox Audits • Assist the EU HR team as appropriate and be part of the team • Assist in projects and annual merit review process • Create purchase requisitions in SAP and handle HR related invoices <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<u>Skills and Experience</u>	<ul style="list-style-type: none"> • Bachelor's degree in Human Resources or Business studies • Min. 3 years' experience in HR/payroll environment, preferably in an international organization • Good understanding of HR/payroll processes • Basic knowledge of local employment laws • Proficiency in Dutch and English (written and spoken) • Reasonable command of German (spoken) preferred • Experience with SAP preferred <p><i>Competencies</i></p> <ul style="list-style-type: none"> • Strong communication and listening skills • Pro-active, drive for results • Ownership and verve
<u>How to Apply</u>	Submit your resume to jobs-eu@kraton.com