

Job Title:	HR Administrator
Location:	Almere, The Netherlands (EU)
Employment Status:	
Reports To:	HR Director EU
Travel (%):	< 5 %

Major Roles & Responsibilities

Kraton is looking to hire a new member of our HR team in Almere. The position is responsible for processing the organization's employee data in the assigned local areas (can be multiple in Europe) and compile workforce administration data to maintain accurate employee records, besides performing various administrative tasks in the HR department. The position is the backbone in the HR department responsible for keeping personnel data up-to-date in our HR systems.

Major Roles & Responsibilities

- Act as the main point of contact for employees in local areas relating to employee data and benefits related queries.
- Provide HR admin input to HR Third Party Vendors, the Payroll department (through the HRIS system) and related HR systems and files in line with local labor, GDPR and tax legislation.
- Keep HRIS/T&A systems up to date and accurate for assigned local areas.
- Provides information to Finance and auditors on HRIS, Benefits and payroll-related matters.
- Participate in yearly audits like, ISO and Sox Audits.
- Assist the HR team as appropriate and be part of the team.
- Assist in projects and annual merit/bonus review process.
- Create purchase requisitions in SAP and handle HR related invoices
- Populate excel reports to support HR KPI reporting.

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.

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.

<u>Skills and Experience</u>	<p><i>Required</i></p> <ul style="list-style-type: none">• At least 'MBO-4' level• Min. 3 years' experience in HR Workforce Administration environment, preferably in an international organization• Good understanding of HR administrative processes• Basic knowledge of local employment laws (preferably over more than one country in Europe)• Proficiency in local language & English (written and spoken)• Strong communication and listening skills• Time management• Experience with SAP preferred• Proficient in use of MS office applications like MS Word, MS Excel, MS PowerPoint etc. <p><i>Preferred</i></p> <ul style="list-style-type: none">• Reasonable command of German or French (spoken)
<u>How to Apply</u>	Submit your resume to jobs-eu@kraton.com Your privacy is important to us. For information on how we handle your personal data, please review our applicable Privacy Statement