

Job Title:	HR Coordinator
Location:	Almere, The Netherlands
Employment Status:	Full-Time
Reports To:	This position will report to Director HR – Europe
Travel (%):	< 5 %
<u>Major Roles & Responsibilities</u>	<p>Kraton is looking to hire an HR Coordinator to join our HR team in Almere, The Netherlands. The HR Coordinator will be the frontline support to the HR team in Europe.</p> <ul style="list-style-type: none"> • Keep personnel records, systems and files up-to-date • Run various reports from the HRIS system • Maintain, develop and improve HR procedures and information • Act as back-up for HR Business Partner • Co-ordinate and provide support in all matters related to immigration, move, administration, etc. • Ensure all details relating to employees (starters and leavers) are maintained and communicated appropriately. Initiate and participate in induction process • Assist in recruitment process • Create purchase requisitions in SAP • Organize employee events, such as employee jubilee celebrations, New Year activity, etc. • Assist on recurring projects such as: • Semi-annual process of performance evaluation • Annual merit review process (update salary forecast spreadsheet, prepare letters to employees regarding salary increase and/or promotion) <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"> • Bachelors Degree in HR related field or Business • Approx. 4 years solid experience in HR administration in an international environment • Excellent computer skills, especially Excel and preferably SAP and SuccessFactors • Proficient in Dutch and English,
<u>How to Apply</u>	Submit your resume to jobs@kraton.com