



HUMAN RESOURCES

ASSISTANT HUMAN RESOURCES MANAGER

As an Assistant Human Resources Manager, you will be supporting a wide range of activities within the Human Resources department. You will have an important role as the intermediary between Human Resources and employees, ensuring smooth communication and resolving requests and questions. Furthermore, you will assist in creating policies, processes and document.

Essential Job Functions

- Ensuring smooth communication between Human Resources and employees, and between all departments internally
- Serving as a point person for all employees' questions, requests or problems
- Compiling and updating employee records
- Organizing and coordinating employee events
- Organizing and coordinating employee trainings for all departments
- Maintaining- and getting into contact with higher educations and Universities for potential interns and employees
- Monitoring employee satisfaction including motivation, job satisfaction and employee performance
- Settling and processing internships, by means of contact with students, setting up contracts and determining compensations with approval of Human Resources Manager
- Registering worked hours of employees of all departments
- Continuously revising and updating job specifications
- Assisting in tip administration
- Assisting in payroll preparation by the end of each month
- Compiling and continuously updating staff policies. This also includes updating staff members on updated regulations and procedures
- Taking care of new staff. This includes providing an informative introduction, ensuring staff members are aware of all policies and procedures and providing all necessary supplies (uniforms, name tag etc)
- Coordinating appraisal- and performance interviews at all departments; ensuring interviews are being held at a frequent basis
- Conducting exit interviews with employees

Requirements

- Excellent communication skills - Dutch, English and Papiamentu required, Spanish is a plus
- A minimum of 3 years' experience as an Human Resources Assistant, staff assistant or relevant Human Resources / administrative position
- Outstanding organizational and administrative skills
- Basic financial- and payroll preparing skills
- Being able to work independently, productively and able to manage multiple products
- Flexibility to work evenings, weekends and holidays.

Applications

Please forward your application to our Human Resources Department at hr@baoase.com. For more inquiries about this position, please contact Helen Munstra at hr@baoase.com.