



Senior Coordinator HR - Generalist

Start Date: ASAP, 40 hrs p/w. (88 extra hours leave per year as Working Time Reduction benefit)

Location: Amsterdam, the Netherlands

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Do you have experience as an HR-expert? If so, then continue reading! We are looking for a colleague to be part of a dynamic organization, supporting HR initiatives across all GRI offices, i.e. at the Secretariat in Amsterdam and Regional Hubs.

We are actively growing our organization; hence recruitment will be one of the continued focuses of the HR team. In this role, you will be responsible for the recruitment of staff ranging from interns to support staff (level A-C). To execute the role well, you have pre-existing experience in identifying qualified candidates through creative recruitment strategies such as proactive searches, online posting boards and employee referral campaigns while managing and delivering the full life cycle of recruiting responsibilities. You will need to have experience in supporting an HR team with regards to (administrative) tasks related to recruitment, including the onboarding processes and beyond. We offer growth potential with regards gaining experience and responsibility for the recruitment of Middle Management staff and Senior Management staff.

This role will involve broad HR duties, including managing on-/off boarding processes, occasionally updating policies and procedures, if and where applicable, maintaining timely and accurate information on HR systems; and managing employee relations. This is a full-time opportunity, ideal for someone who is ready for the next step in their career, a junior HR professional who is detail oriented and has a good understanding of HR processes, knowledge of recruitment activities and the unique ability to communicate effectively within all levels of the organization.

You will report to the Head of Human Resources.

Do you recognize yourself in this profile? Are you the perfect candidate for this role and are you already looking forward to joining our team? If so, we want to hear from you!

Job responsibilities

- You will dedicate a large portion of your time to recruitment-related activities, including on-/off-boarding and supporting the team in a wide range of the daily operations of the HR department
- Support the recruitment cycle by understanding the business needs, drafting and posting job advertisements for interns and support staff (level A-C), advising managers throughout the hiring process, arranging job interviews, and being the focal point of contact with candidates
- Guide and support new hires through the onboarding process, including receiving and processing required paperwork, e-filing, orientation; and entering data in the IT/HR systems
- Support in the offboarding process, including conducting exit interviews with interns and support staff (level A-C) and data analysis while ensuring compliance with regulatory requirements
- Support the HR team with regards to confidential (administrative) tasks
- Administer GRI HR systems (SympaHR, NMBRS and CRM) to ensure data accuracy and integrity
- Ensure that the organization complies with labor laws and GDPR and that all employee agreements and personnel files are up to date and aligned with legal obligations



- Provide support on sick leave management and administration (knowledge of the Dutch Arbo-system is a plus)
- Contribute and collaborate in HR projects
- Create reports, analyze, and present relevant metrics and insights when needed
- Other duties as requested

Key competencies / Requirements

- HBO degree in an HR-related field
- Minimum 3 years of experience in an HR function, preferably within an international organization
- Proven track record with the focus on HR operations and recruitment is a plus
- Aptitude in handling sensitive and confidential personnel matter
- A team player with strong analytical skills (data-cruncher) and HR related reporting experience
- Well-organized with strong attention to detail, whilst having excellent planning and organization skills
- Comfortable to communicate with all levels in the organization
- Ability to work under pressure to meet deadlines
- Must be dependable, flexible, and exhibit outstanding customer service and interpersonal communication skills
- Excellent command of the English language, both spoken and written. (Dutch is a plus).
- Agile to work in a fast-paced environment while still being able to prioritize projects and manage own time
- Working knowledge of MS Office applications (SharePoint, Word, Excel, PowerPoint, Outlook)
- Experience with working in an international and multi-cultural environment
- Affinity with the mission of GRI

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.



Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is **12.00 noon (CET), 27 September 2022**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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