



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

October 2021



An exciting opportunity to join a fast growing international company in its early stages, where you can still really make a difference!

Come join our team of mission-driven individuals with big ideas, tireless optimism and the belief that our work can change the world.

1. ABOUT SUSTAINCERT

At SustainCERT, we help businesses and investors quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to provide evidence of progress and ensure climate and sustainability pledges bring real, meaningful impact on the ground.

We leverage technology to drive a digital transformation in our industry and improve the way impacts can be measured, reported and verified. More simplicity, more affordability, more efficiency and always the same level of accuracy and credibility: we are on a mission to mainstream best-practice for the benefit of all – businesses, people and the planet.

2. ABOUT THE POSITION

Reporting to the Chief Operations Officer, the Director of Human Resources will be responsible for the oversight of all human resources activities including the finalisation of the organisational chart, the management of new recruitments, the on-boarding of new colleagues and the delivery of managerial support to existing colleagues. The role is based in Amsterdam.

3. PRIMARY RESPONSIBILITIES AND TASKS

Key Responsibilities

1. Manage all recruitment processes including:
 - Screening of shortlisted candidates
 - Involvement of relevant colleagues in the process
 - Reporting to hiring manager on progress
 - Contract negotiations and closing
 - Involvement of recruitment agencies if necessary
 - Onboarding process of new colleagues
2. Managerial support to colleagues
 - Based on the updated organisational chart, identify managerial positions critical to the successful expansion of the team
 - Enhance the existing employee satisfaction survey process



- Define mentoring objectives and training needs
- Building on the existing structure, deliver an updated organisational chart
- Ensure managers keep job descriptions for existing and new positions up to date and are available
- Deliver managerial support and mentoring support

3. HR Administration management

- Management of the US referent for HR
- Design and management of the employment agreements
- Legal declarations and follow-up with authorities according to local laws and regulations
- Follow up of the evolution of local labor laws and regulations and internal processes adaptation
- Follow up of the payroll, most likely through a direct report (including mutations, calculation and taxes)
- Management of the payroll partners network,
- Support with the management of the dispute with employees

4. Policies, workflow and Process

- Direct improvement, implementation and follow up of the HR workflow and processes
- Design and Implementation of HR tutorials for the team
- Maintain all internal HR policies (salary policy, holiday policy etc.) and ensure managers are adequately trained to implement them

5. Develop an HR strategy in support of the company's goals

- Research innovative HR practices designed to enhance performance, increase employee retention and enhance the resilience of the team
- Based on an assessment of the company's needs and the research conducted, propose an HR strategy
- Work closely with the communications team to enhance the company's employer brand

4. QUALIFICATIONS

- We are looking for someone that has progressive experience in an international HR environment, including a complete understanding of and hands on exposure to the full mix of HR functions in a global, fast-paced environment
- Prior experience as head of HR or in a senior HR lead role for a high tech/software or other emerging growth company is highly preferred
- You have at least a bachelor's degree and can easily manoeuvre in a fast paced, result driven environment.
- With your excellent communication, presentation, analytical and organizational skills you are a great fit to our team. Most important, you are a strong leader with a



creative, energetic mindset, who thrives in a demanding, performance and execution-oriented environment.

- Self-starter who is passionate about his/her work and has a 'can do' mentality
- Enthusiastic and emphatic, able to convince

5. RECRUITMENT PROCESS AND TIMELINE

Applications can be sent to Please send a cover letter and resume to recruitment@sustaincert.com, the position will remain open until a suitable candidate is found. Candidates selected for a first round interview will be notified by email. Please note that we will not notify you directly if you are not selected for an interview.