



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

HR MANAGER

January 2022



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 quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to provide robust evidence of progress towards our collective sustainability goals and ensure climate pledges bring real, meaningful impact on the ground.

We deploy technology to create the next-generation of impact accounting and improve the way carbon emissions are measured, reported and verified: More simplicity, more affordability, more efficiency and always the best 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 Human Resource Director, as a HR Manager you 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. The role is based in Amsterdam.

3. PRIMARY RESPONSIBILITIES AND TASKS

- Manage all recruitment processes including:
 - Screening of shortlisted candidates
 - Involvement of relevant colleagues in the process
 - Reporting to hiring manager on progress
 - Involvement of recruitment agencies if necessary
 - Onboarding process of new colleagues
- Managerial support to colleagues
 - Building on the existing structure, deliver an updated organisational chart
 - Support with maintaining and developing job descriptions for existing and new positions
- HR Administration management
 - Management of the US referent for HR
 - Support with design and management of employment agreements
 - Support with legal declarations and follow-up with authorities according to local laws and regulations
 - Follow up of the payroll, most likely through a direct report (including mutations, calculation and taxes) in collaboration with the Finance Department
 - Management of the payroll partners network,
 - Support with employee performance management
- 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

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 HR Manager 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.
- You have 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 recruitment@sustain-cert.com. The position will remain open until a suitable candidate is found. Candidates selected for a firstround interview will be notified by email. Please note candidates will not be notified unless selected for an interview. Salary will be based on experience and include benefits.