



JetSupport provides technical services and support for business aviation. We focus on flexibility, transparency and a personal touch. We continuously improve our operations to meet and exceed the needs of our customers. Our technical services are customized for the most popular business aviation aircraft types. Our customers' value maximum aircraft availability which we provide by conducting preventive and corrective maintenance. We also facilitate special projects, ranging from small modifications up to complete avionics retrofits. Our service center operates 7 days a week in two shifts.

Our business, operations, as well as the team are constantly growing. We are therefore looking for new team members to join JetSupport, and at this moment actively looking for:

Human Capital Specialist

Full-time – Schiphol – Amsterdam

Description:

As a Human Capital Specialist you are the first point of contact for the employees when it comes to administrating of Human Capital document flow. You are also a first point of contact for the candidates and ensure proper communication with the candidates according to the company standards. You actively assist in recruitment process, keep candidate files in order and conduct interviews when necessary. You are responsible for managing the orientation and onboarding process, provide orientation training, monitor probation period activities and make sure that relevant procedures work properly. You work with AFAS and manage employee administration. You assist in sick-leaves administration and cooperate with the company doctor. You manage internal Human Capital communication, keep Human Capital schedule and calendar of Human Capital projects.

The Successful Applicant:

- University or HBO level of education. Competency based interview training is a plus.
- 2-4 years' experience of relevant experience in HRM or HCM. Experience within an international environment; experience with AFAS is a strong plus;
- Knowledge of Dutch employment legislation is a must;
- Excellent communication skills; fluent in both Dutch and English Language: speaking and writing;
- Good knowledge of MS Office, MS Outlook, MS Teams;
- You are a team member with proactive working attitude, you are client-friendly and you are excited about challenging tasks. You have a positive attitude and have a good sense of humor;
- Living in the area of Amsterdam/Schiphol; Immediately available during office hours.

This is our offer:

Upon joining JetSupport, you will work in a motivated team, eager to grow. At JetSupport, we value freedom and responsibility and empower employees to make the right decisions.

If you are interested and meet the skillset above, please send your CV and motivation letter before 30 September 2021 to the following email: recruitment@jetsupport.nl with the "HC Specialist" in the subject line.