

Olmix is seeking an HR Assistant to join our HR Europe Department!

Why should you be part of Olmix's success story?

Would you like to join an **innovative, international, and fast-growing company** that provides natural solutions to the market? **Olmix's company values are Trust, Respect, Innovation Mindset, Culture of Excellence and Commitment. Joining Olmix R&D means joining a team with an innovative mindset who is at the heart of Olmix's Innovation.**

Job Context

Reporting to the HR Manager Europe and supporting the HR Business Partners, the main role of the HR Assistant Europe is to ensure the administrative and operational management of the European activities of the Human Resources department. Duties include tasks relating to the life of employee contracts, from recruitment to termination: staff induction, management of working hours, leave and absences, payroll, management of relations with health and legal organizations.

The incumbent may be required to participate in working groups or project groups related to his/her function.

What you'll do

Recruitment assistance and life of the employment contract

- Manage the administrative hiring process (on-boarding process and management of access to the Bréhan site) using the appropriate tool (Lucca)
- Inform new arrivals about their contract, health and welfare insurance, Group charters, etc.
- Coordinate mutual insurance, luncheon vouchers, pre-hiring medical check-ups and other actions required on arrival
- Hand out job descriptions and coordinate the signature of the employment contracts
- Respond to employees' various requests
- Initiate and monitor the off-boarding process in coordination with internal and external parties
- Ensure the return of material and equipment
- Check account balance in conjunction with managers
- For temporary staff, act as contact person with temporary employment agencies to meet recruitment needs (transfer of CVs, management of contract terms and conditions, monitoring and recording of hours)

Payroll and personnel administration

- Knowledge of and compliance with legal and collective bargaining rules
- Ensure payroll management within deadlines: collection, entry and transfer of variable pay elements to enable the correct production of the pay slip, management and verification
- Monitor and ensure payment of health insurance contributions (mutual insurance, provident insurance, expatriate health insurance and employee travel insurance)
- Ensure regular updating of HR data in the HRIS (update campaign, time and absence monitoring, etc.).

- Ensure time management and settings of the HRIS (BODET)
- Monitor medical examinations
- Instruct and monitor long-term sick leave and return interviews
- Administer mutual insurance and provident fund files
- Order luncheon vouchers from the service provider

Reporting and data quality

- Report on activities (dashboards, reporting) to manager
- Ensure the quality of payroll data for the entire zone Europe
- Participate in updating HR performance indicators.

Other


- HSEQ: Know and respect quality, health, safety and environmental rules within the plant and the company
- Assist HR Managers / Business Partners on ad hoc issues and projects (e.g. HSEQ, disciplinary, HR projects, personnel file updates).
- As well as carrying out any other related tasks in support of the HR team.

Your Background

- ✓ At least 2 years of education in the HR field (minimum bac +2)
- ✓ From 2 years of experience in a similar position
- ✓ A knowledge in HR administration and payroll
- ✓ A knowledge in Office suite
- ✓ An experience working in the chemical and ecological industry is a plus
- ✓ Fluency in French and English is a must
- ✓ Rigor, organization, stress resistance, flexibility, ability to analyze and synthesize, interpersonal skills, ability to listen, sense of priorities, responsiveness, team spirit, discernment, ability to judge, open-mindedness.

At Olmix/Yes, we're committed to being an inclusive employer. We are present in Europe, Americas and Asia, and value diversity within the Group.

Follow us on LinkedIn: <https://www.linkedin.com/company/olmix/>

 The successful candidate will live within commutable distance of one/both of our offices in Rennes (35) or Bréhan (56) / France, working in a hybrid work model!