

HR ADMINISTRATOR

About Phenospex

Phenospex is a diverse and thriving team of 30+ dedicated individuals based in Heerlen (NL). We are rapidly expanding and driven by our mission to make farming better for our planet. We're at the forefront of innovation with cutting-edge sensor and software solutions that breathe life into crop data, turning it into actionable information. Our team spans the domains of technology, plant biology, and agriculture, collaborating to empower seed and crop protection companies, as well as indoor farms around the world. We help them streamline their phenotyping processes, making them digital and faster.

Join us and be part of the exciting journey shaping the future of sustainable agriculture.

Your mission:

After an intensive personal onboarding program, you will support the growth of our organization and contribute to the overall success of our HR initiatives by providing administrative support to our HR department.

In more detail, you will

- assist in posting job openings on various job boards and our company website
- schedule and organize interviews for the HR Manager and the Hiring Managers
- assist in the onboarding process of new team members, e.g. work permit applications
- maintain employee records in our HRIS software "Personio" and ensure compliance with record-keeping requirements and data privacy regulations
- provide support in resolving employee inquiries and concerns upon request
- support in the absenteeism management process, such as tracking employee absences and ensuring that practices comply with the Dutch labor laws and regulations
- assist in organizing employee engagement initiatives and events
- coordinate training and development activities and ensure records are maintained
- assist in ensuring HR policies and procedures are consistently applied and help with compliance efforts related to employment laws and regulations
- generate HR reports and analyze data for HR metrics and trends upon request
- support with preparing reports and handling documentation for regulatory agencies (e.g. health care provider, labor office, social security, tax authorities etc.)
- collaborate with our payroll provider to verify and process employee payroll information accurately and in time
- handle HR department phone calls, e-mails, and correspondence and maintain a well-organized HR function
- complete special assignments as requested
- stay updated on industry trends, attend workshops, and participate in professional development activities to contribute to ongoing learning in the dynamic field of Human Resources
- maintain a safe and healthy work
- operate in line with our company [values](#)

Your profile:

You are a meticulous organizer and seamlessly handle everything from recruitment support and compliance to employee relations and administrative tasks with precision and efficiency. Your communication skills and empathetic approach make you a trusted resource and foster a positive workplace environment. You are adaptable and navigate the various HR responsibilities while maintaining a perfect mix of efficiency, confidentiality, and genuine care for the well-being of the team.

What we hope you'll bring:

- Bachelor's Degree in Human Resources Management, Business Administration or a related field
- Prior experience in a technology environment would be an advantage
- Basic understanding of Dutch employment laws and regulations
- Excellent written and verbal communication skills in English and Dutch; German would be a plus.
- Proficiency with the Microsoft Office and G-Suite and an HRIS software
- Familiarity with job boards, applicant tracking systems etc.
- Affinity with social media and the application of generative AI in Human Resources
- Ability to maintain discretion with sensitive information
- Strong organizational and time management skills, detail-oriented, adaptable and empathetic working style
- A pro-active, collaborative and service-oriented mindset with a commitment to delivering exceptional HR service
- Willingness to support and behave in line with the needs, priorities, goals, mission, vision and core values of Phenospex

Why choose us?

- **Purpose:** You have the opportunity to work in a mission-driven team that makes a positive impact on the planet with an innovative and exciting digital phenotyping technology
- **Culture:** We have an open and informal culture, offering you a lot of freedom and responsibility.
- **People:** You will be inspired by a great group of ambitious international people: we dream big together, respect and collaborate with each other.
- **Fun:** team events, table soccer tournaments, free drinks, fruit, sweets, two annual parties and more fun stuff top it off.
- **Hours:** A full time role with flexible hours in a hybrid setting – you can work from home 50% of the time.
- **Compensation:** We use established benchmarking to ensure fair and competitive compensation packages, incl. holiday allowance, travel reimbursement and a variable pay based on the achievement of goals.
- **Learning:** we believe in continuous learning and help each other pro-actively with becoming better at what we do. In this role, you get to engage in every aspect of Human Resources.
- We offer 6 weeks of annual **leave**.
- **Top tools:** a new laptop (Mac or Windows - your choice!), noise-cancelling headset and mobile phone. We work in G-Suite and have 2nd screens in the office.

Are you intrigued by this? Then please check out our company website www.phenospex.com/careers/ and apply to our HR Manager Alexandra Müller via e-mail or phone: a.mueller@phenospex.com / +31 6 1536 1589