

Symeres is the leading mid-sized transatlantic Contract Research Organization for your drug-discovery and development challenges. With over 600 highly educated scientists in six locations in Europe and two in the USA, we offer best-in-class solutions for drug discovery and drug development, from small- to medium-sized molecule hits. We are large enough to matter, and small enough to care.

Our services span across early stage hit finding all the way to the delivery of your early clinical drug substance API.

Due to the growth of our company and the implementation of a new (centralized) HR model, our HR team is looking for an experienced:

## Team Leader HR Support – ad interim

### 32–40 hours

Our ambitious HR team is in transition. From a site-oriented model, we are moving towards a centralized (hybrid) HR model, in which the HR business partners are enabled to focus on tactical and strategic HR themes, supported by a HR Support Team that is the first point of contact for employees and plays a vital role in our HR service delivery (to employees and internal stakeholders).

We are looking for an experienced interim Team Leader HR Support, who will lead multiple HR projects, mainly all related to the implementation of the centralized model. You will be responsible for building the centralized HR Support department and lay the foundation for a smoothly running HR operation.

In this role, you will work closely with two colleagues (in Weert and Nijmegen). You will be part of the HR team that consists of HR Director, HR business partners, C&B manager, and a corporate recruiter. You will report to the HR Director and Managing Director. In this role, you will focus on:

- 1) Implementation of our HR software *Exact* and drive HR projects:
  - Building the foundation for the HR support team: developing HR processes, establishing the right system set, and defining the right reporting criteria.
  - Managing the Exact implementation (harmonized HR tool in NL).
  - Mapping current HR processes and translating these into our tool.
  - Making sure Exact meets our internal needs (Finance, IT, and other departments).
  
- 2) In addition, you will be leading the team of HR support employees:
  - Making sure mutations are processed on time.
  - Linking HR data to our payroll information and other sources.
  - Ensuring the correct handling and integrity of HR data.
  - Acting as the first point of contact for our internal stakeholders: HR, IT, Finance, and the business.
  - Acting as the first point of contact for external providers (payroll agency, pension insurer, etc.).
  - Generating reports (planned & ad hoc): uplift our reporting quality.
  - Handling all remaining HR requests.



## Qualifications

- ◊ A completed HBO or master's degree.
- ◊ Experience with implementing HR software; experience with Exact is an added value.
- ◊ Experience with process mapping and process improvement.
- ◊ Capable of translating workflows into HR software.
- ◊ Knowledge of Dutch labor law.
- ◊ A strong team player; operationally hands-on and conceptually capable.
- ◊ Strong in communication: assertive and capable of managing stakeholders internally & externally.
- ◊ Fluency in Dutch & English (written & verbal).

## Interim Job offer

We are looking for an interim professional who is available for at least 32 hours per week, available per direct. Working location: Nijmegen. Due to the impact of the HR projects, it is crucial to be present in the office for the majority of the time. Duration of assignment: 6–12 months.

## Application

Interested in this position? Please send your CV and a short motivation letter to Recruitment via: [Ningsih.Heisterkamp@Symeres.com](mailto:Ningsih.Heisterkamp@Symeres.com). For substantive questions, please also send an email to Recruitment.

***Acquisition based on this advertisement is not appreciated!***