

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With over 700 highly educated scientists and professionals 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. Making molecules matter. Together.

Due to fast growth, the HR Department in Groningen is looking for a talented

Team Leader HR Services

Full-time

Our organization and HR team are evolving, therefore we are looking for a Team Leader HR Services who will play a vital role in driving HR Services and further develop a future-proof HR Services team.

As Team Leader HR Services at Symeres, you have a challenging role, in which you are responsible for the daily management and coaching of an enthusiastic team. Together with your team, you ensure that various HR processes run smoothly and are carried out correctly and efficiently. Also you will take on the responsibility of expanding and deploying our HR Service Delivery model and drive HR projects around HR processes and data management.

We are looking for an HR professional with 5+ years of experience in HR Services and/or HR Administration who has already set the first steps in managing or coordinating a small team.

In this role, you will report to our Global Head of HR. You will be part of this dynamic HR team, working closely with HR business partners and the corporate recruiter.

You will be leading the team of HR Services employees. Together with them, you will:

- Ensure that all changes to HR data are done on time and correctly.
- Ensure that all our processes are compliant with applicable laws and regulations.
- Act as the first point of contact for our internal stakeholders: HR, IT, Finance, and the business.
- Be the first point of contact for external providers (payroll agency, pension insurer, etc.).
- Generate reports (planned & ad hoc): uplift our reporting quality.
- Handle all remaining HR requests.

Together with the Global Head of HR, you will also:

- Strengthen the foundation of the HR Services team.
- Focus on expanding and deploying the HR Services delivery model and drive HR projects.
- Identify opportunities to improve processes and procedures and implement them, together with the team.
- Support the Global Head of HR and HR business partners with data and in-depth knowledge of HR processes.
- Further expand the rollout of our ERP tool for HR.



Qualifications

- A completed HBO or master's degree.
- At least 5 years of relevant work experience in HR Services and/or HR Administration.
- Initial experience in coordination and/or leading a small team.
- Experience with process management and process improvement.
- Experience with implementing HR software; experience with Exact is an added value.
- Strongly analytical problem-solving skills, and the ability to work in a structured way with attention to detail.
- Highly experienced in data management and Excel.
- In-depth knowledge of Dutch labor laws.
- Knowledge of compensation and benefits (not a prerequisite).
- Strong team player; operational, hands-on, and conceptually capable.
- Strong communication skills: assertive and capable of managing stakeholders internally & externally.
- Fluency in Dutch & English (written & verbal).

Note: The preferred location for this role is Groningen, with Nijmegen as an alternative.

Job offer

An exciting position in a dynamic fast-growing organization with an attractive remuneration package and opportunities for learning and development.

Application

Please send an email with your CV and motivation letter to our corporate recruiter Bhumika Chawla via: Bhumika.Chawla@Symeres.com. For substantive questions, please also contact Bhumika Chawla.

More information about the Symeres organization can be found on our website: www.symeres.com.

Acquisition based on this advertisement is not appreciated