



# Vacancy

Through this medium Princess Juliana International Airport N.V. informs you of a vacancy for a **HR Advisor** within the Human Resources Department.

## Minimum Job Requirements

- Minimum (HBO) Bachelor degree in the field of Human Resources
- 2-4 years of working experience in administration and/or human resources
- Proven knowledge and understanding of labor laws
- Knowledge of MS Office (Word and Excel) and high level computer skills
- Experience with personnel management systems
- Experience with payroll systems is a pre
- Proven professional business writing skills in the English language
- Knowledge and understanding of the Dutch language (ability to correctly interpret laws in Dutch)
- Excellent written and verbal communication skills
- Excellent planning and organizing skills
- Proven mediation skills
- Negotiation skills
- Coaching skills
- Customer oriented

## Responsibilities:

The HR Advisor provides HR advice and support to the organization, this includes:

- Providing advise and assistance on recruitment and the selection of employees below executive level.
- Providing advise and assistance to management with regards to the proper use/implementation of HR tools (job descriptions, job evaluation, salary system, performance evaluation etc.).
- Advising and supporting management with the implementation of HR policies and procedures:
  - Advise on developments, amendments and updates of HR policies and organizational policies;
  - Supporting management with the implementation of personnel and organizational policies and regulations;
  - Collecting and analyzing of internal and external data regarding HR jurisprudence, trends, staffing information etc.
- Monitoring the maintenance of personnel files.
- Coordinate training activities and providing advise on training and development of personnel (organize training sessions and workshops, tracking of employee training records, reporting on training KPI's).
- Providing advise in regards to performance appraisals:
  - Monitoring the proper implementation of the performance appraisal procedures;
  - Advise to management regarding the performance of employees;
  - Conduct evaluations on the use of the performance appraisal system and report recommendations for improvement;
  - Report on performance appraisal KPI's to HR Manager and formulate corrective actions if necessary.
- Provide conflict resolution in conflict situations:
  - Conflict mediation;
  - Advise on corrective/disciplinary measures.

**HR Professionals who are looking for an exciting challenge and a great learning experience in a dynamic organization are encouraged to apply for this position, for a chance to join our energetic HR Team!**

Please submit your motivation letter and resume to the Human Resources Department at [hr@sxmairport.com](mailto:hr@sxmairport.com), no later than January 17, 2016.

*No rights may be derived from this vacancy notice. PJIAE reserves the right to accept or reject any application submitted. PJIAE also reserves the right to cancel the process or to modify the requirements for the filling of the vacancy at any time.*