

Détail de l'offre : HR generalist

Partenaire	Green Giraffe
Adresse	7 rue Drouot Building A 4th floor
Code postal	75009
Ville	Paris
Titre	HR generalist
Description du poste	<p>Position: HR generalist</p> <p>If you want to be part of a young, entrepreneurial and dynamic team and are keen to see the impact of your daily work in a company changing the way we produce and use energy, this role is for you!</p> <p>To date, HR has been managed by an HR Manager, an HR specialist in charge of international mobility and recruitment and an HR apprentice working part-time, in coordination with our heads of offices and our two managing directors. Given our increasing size and related HR requirements in terms of recruitment, training, labour law compliance, compensation & benefits, etc., and our planned expansion to new countries, we are looking for someone to strengthen our team on a full-time basis.</p> <p>As HR generalist, you will be working within the existing HR team, under the direct supervision of the HR Manager and will be responsible for:</p> <ul style="list-style-type: none"> • The identification, implementation and monitoring of a performance evaluations online tool helping us to assess employees' performance more efficiently and to strengthen even more the existing open feedback culture across the company • The allocation of staff on new projects (requires regular contact with the whole team on a formal and informal basis) • The monitoring and regular updating of our existing HR administration online tool • The monitoring of labour law applicable in our different jurisdictions (in coordination with external parties if needed) to ensure full compliance with all local obligations regarding salaries, absence & leave, contracts, health & safety, working hours, training, etc.) • The preparation of documents required by management and/or labour law (employee handbook, employment agreements, contracts amendments, internal memos, company policies and guidelines, collective agreements, etc.) • The coordination of training courses for all employees (hard and soft skills), and • General support to the HR team in managing the overall HR administration
Type de contrat	Emploi de 12 mois
Métier	Ressources humaines / Formation
Description de la société	<p>Green Giraffe (www.green-giraffe.eu) is a specialist advisory boutique focused on the renewable energy sector – in particular offshore wind – launched in 2010. We are now a team of more than 90 professionals with offices in Paris (France), Utrecht (the Netherlands), London (UK), Hamburg (Germany), Cape Town (South Africa) and Boston (USA), providing the following services:</p> <ul style="list-style-type: none"> • Debt advisory • Equity advisory & valuation • Financial modelling • Contracting advisory

	<ul style="list-style-type: none"> • Strategic advisory, market intelligence • Development assistance
Localisation	Paris, France
Pays	France
Profil recherché	<p>The candidate should have a Masters' degree or equivalent specialized in HR management and/or labor law. In addition, the candidate should demonstrate:</p> <ul style="list-style-type: none"> • 2 years of experience in the HR field, with ideally exposure to HR systems and/or labour law • Excellent analytical skills and an ability to learn quickly • Excellent communication skills (both oral and written) in English and French • A basic understanding of – and interest in – financial concepts and renewables energies • A very good understanding of information systems and drive to make the most out of them • An ability to work autonomously in a high-pressure environment • The motivation to take initiatives and take responsibility for allocated tasks • Excellent relationship skills with a strong sense of customer service towards employees • A strong ability to learn and propose new tools and processes, keeping a pragmatic approach • The willingness to travel to other offices on a regular basis <p>A third language (in particular German or Dutch) would be a great plus.</p>
Secteur	Banque - Organismes financiers