

HR Assistant

Bedrocan International B.V. is looking for an HR Assistant to join its fast-growing organization at their facility in **Veendam**.

About Bedrocan

Bedrocan is the most experienced producer of medicinal cannabis in the world. We are renowned for our standardized, high-quality products, which is why numerous governments, scientists and pharmaceutical companies have chosen to work with us all around the world. We believe that our product is one of a kind and the best in the world.

As our reach and influence is rapidly expanding in the global cannabis industry, we are looking for highly qualified and motivated professionals. Are you ready to join our team and play a vital role in this exciting journey?

What you will do

As our HR Assistant you will assist in administering a wide variety of HR duties and programs. The work entails dealing professionally with highly confidential information and requires a high degree of 'customer' focus. You will primarily work on administrative duties, such as assisting with employment agreements, documenting grievances, terminations, absences, performance reports, and compensation/benefits information. Amongst others you will look after the following areas:

- Structuring, organising and maintaining personnel records in our current HR systems/databases
- Supporting the implementation of our new personnel information system
- Assisting with payroll, ensuring vacation and sick time are tracked in the system
- Serving as a point of contact with benefit vendors
- Assisting the management team in HR-related queries in collaboration with the Senior HR Advisor
- Providing friendly 'customer' service as a reflection of the HR department to employees
- Performing file audits to ensure that all required personnel documentation is collected and maintained
- Creating and distributing communications content, documents and reports
- Assisting the HR team with planning and organising events/meetings

Who you are

- You possess at least an MBO-4 diploma, related to HR, or equivalent work experience
- You have proven work experience as an HR Associate or in a similar role, preferably at an international organization
- You have a demonstrated ability to maintain confidentiality and handle sensitive information
- You are able to communicate to all employees at all levels with tact and diplomacy
- You possess good organizational skills and you are able to think proactively
- You are accurate and thorough
- You have a problem-solver mindset, including being able to identify issues and resolve them
- You are able to communicate clearly, in both **English and Dutch** as to communicate with employees, members of the HR management team, and in case of group presentations or meetings
- You are able to effectively read and interpret information, and to analyse numerical data
- You are able to prioritize and plan your own work activities
- You have a good knowledge of general office procedures and experience with office management systems (ERPs, MS Office, Cloud-based applications, etc.)



What we offer

- An exciting job at a fast developing and internationally expanding company where change creates opportunities for growth and the employees believe in the success of our products
- Reimbursement of your travel costs
- A company laptop

How to apply

Please send your CV together with a motivation letter to the following email address: career@bedrocan.com, before **17 February 2019**.

For further information on this vacancy you can also contact us at tel.: +31 598 62 37 31 .

Acquisition is not appreciated.