

For our Human Resources Department we are looking for an enthusiastic

Human Resources Assistant (0,6 fte)

Who are we?

At Medis we believe in empowering medical professionals with our innovative analytical solutions. For more than 30 years cardiologists, radiologists, researchers and industry partners worldwide rely on Medis post-processing software, resulting in customers in more than 40 countries. Our team of professionals take great pride in providing innovative cardiovascular imaging solutions that supports our customers' diagnoses and treatment options.

We provide medical professionals with worldwide support, so that together we can improve patient's quality of care. Our headquarters is in Leiden, but over the years we have established subsidiaries and branch offices in the USA, Japan, United Kingdom, as well as distributors and local agents in multiple countries.

What will your role be?

Medis is a fast-growing international operating organization with national and international employees from all over the world. The HR Assistant will be the daily go to person for the employees of Medis across the globe. You will manage the administrative tasks within the HR department. Varying from payroll processing, recruitment activities, new hire onboarding, illness support and other HR related processes. Many of the current HR processes stem from a time when the organization was small and overseeable, now as we grow, there is a need to professionalise these processes that will set us up for success in the future.

The profile we are looking for:

- Middle- or higher education with attention to HR
- Experience with the salary administration
- Proven track record within a Human Resources department
- Be able to handle multiple projects at the same time
- Experience with Synergy would be great
- A minimum of 3 years relevant working experience
- Knowledge of employment law, compensation structures, employee relations, safety, employee engagement and data privacy
- High personal integrity standards
- Experience in an international HR department is preferred (knowledge of processes related to the IND and the 30% tax ruling)

Personal Skills and competences:

- Accurate, Proactive with attention to details
- Excellent communication skills, written and verbal, in English and Dutch
- Ability to work both in a team and independently
- Strong analytical & good communication skills
- Microsoft Office experience and Excel (complex excel spread sheets) knowledge are a must.
- HR-software like Exact Synergy / Globe / Exact salary
- Service orientated mindset with a genuine interest in people

What Medis offers you:

- An attractive compensation plan
- International, and diverse colleagues
- Personal growth and development plan
- Working for a company that makes a difference
- A stimulating work environment with highly educated professionals, working on innovative products
- A position in a field with significant growth potential and high societal relevance

- A market-conform salary including attractive secondary conditions

Application:

To apply for this position send your resume with a short motivation to HumanResources@medisimaging.com

We do not accept unsolicited applications from recruitment agencies