

EPEX SPOT is looking for a Senior HR Officer

Fluent in English

Permanent contract based in Amsterdam

THE COMPANY

The European Power Exchange EPEX SPOT SE operate physical short-term electricity markets in 13 countries: Central Western Europe, Switzerland, the United Kingdom, the Nordics and in Poland. The heart of our business is to bring together electricity supply and demand across Europe.

EPEX SPOT plays a pivotal role in the energy sector. We help ensure that the market price of electricity remains accurate 24 hours a day, 365 days a year by offering our members the right products for power trading. Striving for the well-functioning Internal Energy Market, EPEX SPOT shares its expertise with partners across the European continent and beyond. 303 companies have traded 614.8 TWh (about 30 b€ worth) of electricity on EPEX in 2020.

EPEX SPOT is a dynamic and fast paced company which operates in a constantly moving landscape of the energy transition and the FinTech industries. We shape the future of the European power market by supporting decarbonisation, decentralisation, digitalisation. Innovation is our tool to contribute, every day, to a more sustainable society and to facilitate the energy transition.

Passionate and creative individuals collectively make its success. We are defined by our friendly and trustful team-oriented atmosphere, our innovative mindset and customer orientation. We want our people to feel like they are part of our corporate family and we empower our talents. We offer you the opportunity to be part of this endeavour. Do you want to change the world of power? Join us!

EPEX SPOT is a European company, based in Paris, Amsterdam, Berlin, Bern, London and Vienna. EPEX SPOT is member of EEX Group, part of Deutsche Börse. European electricity transmission system operators hold 49% of EPEX SPOT through HGRT.

MISSION AND CONTENT OF THE JOB

Are you passionate about people? Are you ready to be our HR colleague for our staff based in Amsterdam, Berlin and London? Are you eager to bring your expertise in various HR topics and also learn on the job ? Are you seeking to participate in transversal projects?

Joining our European HR team and working closely with the HR team based in France means providing best services to our internal customers and challenging ourselves for continuous improvement!

Acting as the single point of contact to our employees based in Amsterdam, London and UK, you will provide general HR support. Qualified candidates will work independently, wear multiple hats and be productive in a remote working environment.

You will deal with the multiple facets of the role, including:

Daily people management

- Being the first contact for questions of employees in Amsterdam (around 60 people), Berlin (5 people) and London (3 people)
- Creating and maintaining employee staff files for their full life cycle from entry to exit, including contract management, preparation of correspondence and work certificates
- Collecting and preparing data for the outsourced payroll providers for the Netherlands, UK and Germany and ensuring our payroll/tax forms processes are accurate and timely,
- Managing our benefit relationships with our brokers and providers, taking an interest in what employees value, the benefits market space, the renewal process and overseeing starters/leavers,
- Managing and following employee's illness/accident related processes, to ensure a smooth process and experience for employee, manager and payroll,

- Managing maternity, parental and paternity leave cases from start to finish, to ensure a smooth process and experience for employee, manager and payroll,
- Supporting with monthly reporting and annual budget/forecast database updates

Labour law watch and disciplinary measures

- Pro-actively updating own knowledge of employment law ensuring that the Dutch, UK and German offices are fulfilling their legal obligations at all times and any relevant changes to policies / procedures are affected as necessary,
- Reviewing internal rules and HR policy based on labour law requirements and advising on the necessary action plan to be compliant with the law,
- Managing litigation/termination, settlement or specific legal matters with the support of a lawyer,
- Overseeing terminations/litigation cases by drafting the associated documents and leading the dedicated meetings,
- Acting as HR support for managers when legal process need to be applied for employees in NL, UK and DE (yearend documentation formalization, warning, etc.)

Social relationships

- Being a support to the French colleague in charge of the Social relationships at EPEX level to prepare documentation for staff representatives meetings or to attend meetings when necessary,
- Following-up specific action plans with the staff representatives and Boards,
- Driving best practices and focusing on process improvements in the compliance framework.

Lead or contribute to transversal projects:

- Providing support to the HR team on various projects (i.e Remote Policy, Gender Equality) or leading initiatives
- Liaising with internal/external contributors or stakeholders on specific matters

SKILLS & ABILITIES

- You have proven knowledge and experience of Dutch employment law, a past experience with staff based in UK or Germany would be very much appreciated,
- You are able to work with a high level of autonomy,
- You show great attention to detail when processing and producing,
- You are able to work independently and report progress and results to a team,
- You are a self-motivated, flexible, dynamic and positive person,
- You are able to multitask and prioritize well,
- You have strong organizational skills that reflect your ability to perform and prioritize multiple tasks, with excellent attention to details;
- You have strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners,
- You have strong communication and negotiation skills,
- You are comfortable with a digitalized frame of work,
- You have advanced experience in Microsoft office applications.

EDUCATION

- Master degree or equivalent with a specialisation in HR

LANGUAGE SKILLS

- Dutch as native language due to interactions with some authorities and social institutions
- Fluent in English (written and verbal) is required (working language)

EXPERIENCE

- Minimum five years
- Strong cultural awareness and working experience with international teams

REMUNERATION

- According to the candidate's experience and profile
- Part-time (4 days a week). Full-time could be considered
- Permanent position starting with a 12-months contract.

LOCATION

- Amsterdam with an hybrid work policy!

Contact
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