

HR Generalist / People & Organization Manager

You're an organized, hands-on problem solver who continuously looks for ways to improve processes and structures. You think creatively about developing and maintaining a safe and inspiring environment for people to grow, collaborate and work towards THINK's mission.

You are always approachable; people know where to find you, and you work well with everyone across the organization and beyond.

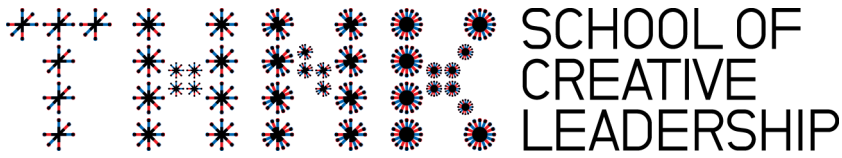
The People & Organization Manager reports to the COO, and focuses on People related matters, as well as ensuring the smooth running of the organization's operations in a hybrid environment (remote and in person).

RESPONSIBILITIES

People & Culture

- **Recruiting and Onboarding:** Lead the recruitment process, prepare job descriptions, conduct interviews, prepare contracts, onboarding, and giving orientation to new team members. Collaborate with service line directors and team members to coordinate and develop the recruitment and onboarding processes for faculty members.
- **Managing performance and goal setting:** Oversee and improve the annual performance measurement process, and guide staff around goal setting, THINK's strategy and alignment with organizational objectives.
- **Learning and Development:** Identify and act on training and development needs for staff, in collaboration with line managers and THINK partners; develop and arrange team learning sessions, coordinate the allocation of the learning budget to support staff's learning and development.
- **Compensation and Benefits:** Maintain and update compensation framework. Work cross-functionally with the Managing Director and COO to develop and implement reward and benefit systems that keep the team valued and motivated.
- **People Operations:** Provide advice to line managers on employee questions, define policies and procedures on any employee relationship related issues. Keep HR administration up to date, e.g. maintaining and updating personnel data, pension and insurance information, preparing payroll, contract administration, record absences, leave schemes, filing of legal data etc.
- **Employee relations:** Manage employee relations including dispute resolutions and procedures; know who to involve whilst ensuring confidentiality throughout the process.
- **Culture and values:** Integrate the THINK values in all employee processes, and other activities that support THINK to act and develop in line with the organizational values.

Organizational Operations



- **Internal Communication & Knowledge sharing:** Work closely with everyone in the organization and ensure that relevant information is shared across the organization on a regular basis, e.g. team meetings, regular communication.
- **Organizational Efficiency:** Work cross-functionally across the organization to support THINK's growth, by developing and implementing agile structures to increase efficiency.
- **Office operations & social activities:** Work cross-functionally to maintain office systems and supplier relations, organize and coordinate special events and regular social activities with both staff and faculty (online and in person).
- **B-Corp:** Ensure that THINK complies with B-Corp values and requirements, that the Social and Environmental Action plans are implemented, that goals and milestones are met.

WHO WE'RE LOOKING FOR

- You are excited about THINK's mission, and you share our values.
- Proven work experience (at least 4-5 years) as an HR Manager, or a similar role, very comfortable with Dutch labor law.
- Passionate about people and building an environment where people can thrive.
- Hands-on self-starter that develops structures, improves processes and best practices across an organization in alignment with business needs.
- A great collaborator across all levels of the organization, assertive and confident in their ability to support THINK's growth by working with multiple stakeholders.
- Resourceful and self-directed, comfortable with uncertainty, and an enthusiastic problem-solver.
- Excellent written and verbal English communication skills.

If this sounds like you, please email boryana.boteva@think.org with your resume and a cover letter in PDF format. Kindly note that applicants must have the right to work in the EU prior to applying for the position.

Start date: ASAP

We are proud of the diversity at THINK and continually seek diverse perspectives to enrich our team. We're committed to being an equal opportunity employer and encourage everyone to apply!

PLEASE NOTE THAT WE DO NOT APPRECIATE THIRD-PARTY MEDIATION.