

TRUSTMOORE

*Do you want to have a challenging job where your skills are of great contribution to your colleagues?
And do you love interacting with people and like to help them through People & Culture matters?*

Then you could be the
PEOPLE & CULTURE ADVISOR
we are looking for!

WHAT WILL YOU DO?

For our rapidly expanding office in Amsterdam, we're looking for a People & Culture Advisor (P&CA) who is part of the Global People & Culture team. The P&CA will report to the Global Head of People Operations (based in Amsterdam) and she/ he works in collaboration with the local management team to co-create and execute Trustmoore's People and Culture strategy for the Dutch office (more than 80 people). The P&CA is expected to continuously develop both personally as well as professionally and contribute to our P&C discipline.

Main responsibilities are:

- Being the first point of contact for all P&C related questions and issues;
- Providing proactive and consistent support and service to local management and employees by giving advice and guidance on the full range of P&C activities;
- Carrying out the full range of P&C administrative processes in a timely manner including recruitment and selection, appointments, terminations, absence management, performance management, pension and other insurances administrations;
- Drafting an executing employment contracts, addenda and other relevant documentation;
- Maintain employee records according to policy and legal requirements;
- Representing Trustmoore Netherlands in global P&C meetings;
- Acting as an employer brand ambassador for TM Group

WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. We score as a team and our colleagues are on top of their game. We are a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi-Family Office Services and Corporate Expansion Services. We pride ourselves of working with well-known law offices, notaries, tax advisors and banks. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will be working in one of the most beautiful areas of Amsterdam, in a chic building within walking distance from the Vondelpark. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by public transport. You will receive a competitive salary, pension and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular BBQ, social and sport events with your colleagues;
- Interaction with more than 80 international colleagues in Amsterdam and more than 240 colleagues worldwide;

HOW DO YOU FIT IN THE TEAM?

As P&CA you need to manage ad-hoc activities next to your regular tasks. In this position, you need to prioritize what is important, have a hands-on, flexible and service minded work mentality. You are proactive, know what you are capable of, possess excellent communication skills and not afraid of asking questions when you don't know.

Other qualifications:

- Proven experience as HR Advisor, Officer or other HR position;
- Bsc/ BA in human resources, business administrative, social studies or relevant field;
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc)
- Familiar with HR systems and recruitment tools;
- Understanding of labor laws and procedures;
- Fluent in Dutch & English (both orally and in writing);
- Thorough understanding of the company's business;
- Good social and communication skills, affinity in interacting with people in a professional and engaging way.
- Problem-solving and decision making aptitude,
- Strong ethics and reliability
- Self-motivated, hands-on and able to work both independently and as a part of an international and multicultural team.

Do you recognize yourself in this profile? We can't wait to meet you! If you have any questions about the position or about Trustmoore feel free to contact us by email hr.nl@trustmoore.com.

ABOUT US

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We are in it for the long run, that creates value for us and for you.

This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that and we call it being professional in a non-corporate way.



DO YOU WANT TO LEARN MORE ABOUT US?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.