The European Institute of Innovation and Technology (EIT) has recentliy launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing.

EIT Manufacturing now invites applications for the position of

HR Manager – EIT Manufacturing

Full-time position at EIT Manufacturing HQ in Paris-Saclay

About the position
The position is about developing EIT Manufacturing Human Resources management within the Group.

Key Accountabilities

- Performance assessment
  - o Ensure the follow up on individual performance at Group level
  - o Coodinate the process of performance assessment at Group level
  - o Define the training program for all EIT Manufacturing employees
  - o Design the map of skills within the organisation to support the definition of the training program
  - o Define the right KPI to assess and follow the individual and Group performance

- Operational HR
  - o Control and approve the payroll to be prepared by the external payroll manager
  - o Ensure the consistency for all the employment contracts (working conditions)
  - o Support the process of recruitment by being part of the recruitment committee
  - o Ensure that the HR policies are in place

Qualifications and experience
- Minimum of 5 years experience as HR Manager
- Willingness and ability to propose improvements at individual and managers level

Skills and expertise:

- People oriented with a deep ability to listen and understand what are the strengths and the weaknesses of people to get the best out of them
- Process-oriented with attention to detail and ability to best combine analytical thinking with creativity
- Outstanding communication skills verbally and in writing. Excellent command of the English and French language is mandatory. Additional European languages a plus
- A team player who understands the importance of team work in an international environment
- Independent and trustworthy
- Very organized, proactive, service-oriented, capable of multi-tasking
- Expert user of software tools such as Office tool suite, especially Power Point and Excel

What we offer:

- A growing international environment with the opportunity to structure and improve the whole process of Operations
- Our working language is English

Location
The role location will be Palaiseau (France). Remote work is allowed 2 days a week.

Reporting
The HR Manager will report to the Chief Operation Officer of EIT Manufacturing.

Equal opportunities
EIT Manufacturing applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

Protection of personal data
Applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data".

Application
A complete application should consist of (i) a full curriculum vitae, (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role and (iii) be sent via e-mail to: hr.hq@eitmanufacturing.eu with subject "EIT Manufacturing HR Manager".
The application should be written in English and please note that only complete applications will be evaluated.

Closing date is 30 November 2021.

For further information, please contact hr.hq@eitmanufacturing.eu

Participate in this exciting journey and send us your application now!