



## **HR Assistant Manager, Amsterdam**

### **EU HQ & Global HR projects**

Our client, an international trading company headquartered in Japan, is an energy investment organization focused on innovative and emerging technologies. Their European headquarters is based in Amsterdam.

They are currently seeking an experienced HR Assistant Manager to support the Management Team (MT) and oversee HR management across the EU HQ and European subsidiaries. In this role, you will contribute to the development of HR structures and deliver effective business-oriented HR solutions.

With your strong HR background and project management experience, you will play a key role in addressing complex HR matters and supporting business operations across Europe. You will work proactively and collaborate cross-functionally within the European HR function and with international stakeholders.

### **Key Responsibilities**

- Support the HR Manager and act as an HR partner to the Management Team in the Netherlands, including handling employment contracts, performance evaluations and training initiatives.
- Assist the European HQ and subsidiaries in implementing and aligning with global HR policies and initiatives from the Japanese headquarters.
- Analyze, plan and execute HR-related projects across the European HQ and subsidiaries.
- Coordinate expatriate contracts and related processes.
- Organize and present the annual European HR meeting.
- Proactively identify and assess HR-related challenges across Europe by gathering insights from subsidiaries and stakeholders.
- Manage payroll processes and support general affairs (GA) activities.

### **Requirements**

- Bachelor's degree in Human Resource Management, Business Administration, Work and Organizational Psychology or a related field.
- Fluency in English (written and spoken).
- Approximately 5–7 years of relevant HR experience, preferably in all-round role; experience in international environments is a strong advantage.
- Ability to provide professional HR advice to subsidiaries and ensure effective implementation.
- Solid understanding of HR practices, with the ability to apply knowledge to practical day-to-day situations.





- Strong analytical skills, creativity and a high standard of quality.
- Proactive, dynamic and persuasive personality, with excellent organizational and time management skills.
- Strong written and verbal communication skills, with the ability to present complex HR topics clearly and concisely.
- Ability to work effectively in a diverse international environment.
- Interest in Japanese organizational and business culture.
- Willingness to travel as required.
- Holding a valid Dutch work permit and ability to commute to the Amsterdam office.

**Contact:**

If you are interested in this role, please send your CV and cover letter to Ms. Yumiko Miyajima ([info@miyajimarecruitment.com](mailto:info@miyajimarecruitment.com)) or please call her for more information (+31.6.1469.0830).



MIYAJIMA RECRUITMENT