



HRGA Manager – Rotterdam

International Trading Company | Japanese Company | Dutch & English

Our client is a leading Japanese trading company specializing in marine supply and technical services, supporting the global shipping industry.

They are currently looking for an experienced and hands-on HRGA Manager to take ownership of the company's Human Resources and General Affairs functions in the Netherlands.

This is a broad and varied role for a proactive HR professional who enjoys working in an international environment and is comfortable managing multiple responsibilities. You will oversee the full HR cycle, including recruitment, employment contracts, payroll coordination, employee relations, and expatriate visa procedures, while also ensuring the smooth day-to-day operation of the office.

You will report directly to the Managing Director and work closely with colleagues in a multicultural, international environment.

Key Responsibilities

Human Resources Management

- HR Administration & Compliance: Manage employment contracts, personnel files, HR policies and procedures, ensuring compliance with Dutch employment legislation and company regulations.
- Payroll & Benefits: Coordinate the monthly payroll process with external payroll providers, administer employee benefits, and manage leave and absence records.
- Talent Acquisition: Manage the full recruitment process, from preparing job descriptions and sourcing candidates to interviewing, offer management and onboarding.
- Expatriate & Visa Support: Coordinate visa and residence permit applications, Highly Skilled Migrant procedures, 30% ruling applications and relocation support for expatriate employees.
- Employee Relations: Act as a key point of contact for employees regarding HR-related questions, performance management, workplace well-being and other employee matters.
- HR Advisory: Provide practical HR advice and support to management on employment-related matters and organizational issues.

General Affairs

- Office & Facilities Management: Oversee daily office operations, facilities, maintenance and office supplies to ensure an efficient and professional working environment.
- Administrative Support: Provide administrative support to the Managing Director and management team, including internal communications and company events.



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- **Health & Safety:** Ensure appropriate workplace health and safety procedures are maintained in line with Dutch regulations and company policies.
- **General Affairs Coordination:** Manage a variety of administrative and operational matters to support the smooth running of the organization.

Requirements

- Bachelor's degree in Human Resources, Business Administration, Work and Organizational Psychology, or a related field.
- Fluent written and spoken Dutch and English.
- Approximately 5 years of combined experience in HR and General Affairs management in the Netherlands.
- Strong knowledge of Dutch employment law, HR operations, payroll/tax regulations and HR best practices.
- Experience with expatriate visa procedures, Highly Skilled Migrant applications and the 30% ruling.
- A proactive, flexible and business-oriented mindset, with the ability to work independently and take ownership.
- Excellent organizational, communication and problem-solving skills.
- Strong interpersonal skills and the ability to work effectively in a multicultural and international environment.
- Understanding of, or a strong interest in, Japanese business culture is highly valued.
- Valid Dutch work authorization and the ability to commute to the Rotterdam office.
- Motivated to build a long-term working relationship with the company.

What We Offer

- A competitive salary package in line with market standards.
- Holiday allowance and performance bonus.
- 25 paid holidays per year.
- Pension plan.
- Standard working hours: 08:30–17:00, including a one-hour lunch break.
- Flexible working hours available.
- An opportunity to take on a key HR and General Affairs role within an international Japanese organization.

Interested?

If you are an experienced HR professional looking for a broad, hands-on role in an international environment, we would be pleased to hear from you.

Please send your CV and cover letter to Ms. Yumiko Miyajima at info@miyajimarecruitment.com, or contact her for more information at +31 6 1469 0830.



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