



ABOUT

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level, PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

www.purprojet.com

HR Admin Assistant PARIS, FRANCE, 2020 Full time position

As PUR Projet is expanding worldwide we are looking for a dynamic and organised HR Admin Assistant

As a key member of the Global HR team, working directly with HR Senior Manager and our external partners, you will perform a wide range of Employee related administrative and compliance activities, such as but not limited to:

- Drafting employment agreements and HR documentation
- Updating and controlling Employee files,
- Monthly payroll and Employee admin follow-up
- HR KPI and metrics
- Contributing to HR compliance activities and processes

You have demonstrated excellent organizational skills and ability to handle sensitive information confidentially,
You are passionate about HR regulations, you are a team player and you want to contribute to a safe workplace,
You have experience in fast growing international organization,
this position is for you!

We are looking for a candidate with:

- Successful 3 to 7 years work experience in HR/ Admin / pay Officer position within an international Organisation
- Master HRIS and familiar with new technologies
- Knowledge in labor legislation
- Strong skills in using spreadsheets and office tools
- Organizational skills and eyes on details
- Good verbal and written communication skills in French and English

You are meeting the requirements and you want to join a dynamic, fast growing Organisation, please send your CV (or LinkedIn profile) + short cover letter in English to: recruitment@purprojet.com with the subject HR ADMIN