

Carhartt is the original US workwear brand that has been creating high quality workwear since 1889 to serve and protect hardworking people. Our products are robust and excel in durability, comfort, functionality, fit and styling. Customers and craftsmen appreciate our products and have often been fan of our legendary American brand for many years. Our products can be used for many (professional, crafts and active outdoor) activities and can be worn during and after work.

For our HR team at Carhartt EMEA/PAC, we are now looking for a new team member:

HR & Payroll Generalist (32 – 37 hpw)

The HR & Payroll Generalist is responsible for all HR related operational and administrative tasks and supports the HR team with the roll-out and management of HR programs and services. This role is responsible for (preparation of) monthly payroll, maintaining and updating employee insurances administration as well as other HR related information channels and platforms. The HR & Payroll Generalist is the first point of contact for EMEA associates for all payroll & admin-related enquiries.

The HR & Payroll Generalist reports to the Sr. Manager HR and collaborates with the HR Business Partner, Talent Acquisition Associate and the Sr. Financial Administrator (payroll related). Furthermore, the HR & Payroll Generalist interacts with all EMEA team members on a regular basis.

Duties and responsibilities will be:

Human Resources

- Support HR team members with documentation and communication related to employee benefits and related topics, ensure that all relevant updates are shared with the EMEA team.
- Create general HR communication in collaboration with HR team members.
- Maintain contact with EMEA associates, answering questions about HR processes and administration.
- Keep all HR administration and documentation (including staff records) in good order.
- Collaborate with the Talent Acquisition Associate to plan onboarding (payroll and admin) related tasks.
- Perform operational and administrative tasks in (local and global) HR systems.
- Responsible for leave administration and related tasks.
- Responsible for registration of sick leave and sick leave processes on the health service platform, in collaboration with the HR Business Partner and our contact person at the contracted health service. Plan the quarterly Health Consultation at the office.
- Data management and analytics (reports), staff lists etc.

Payroll

The HR & Payroll Generalist is responsible for the monthly payroll process in collaboration with the HR team and the Sr. Financial Administrator, this role will:

- Onboard new staff in payroll (BCS).
- Process mutations in payroll and in related processes and documentation including Dayforce.
- Process new staff and payroll for our DACH team and UK team in collaboration with our local administrative offices.

- Perform payroll data controlling and processing, mutations, and new associates.
- Maintain personnel records in BCS and Dayforce, employee insurance platforms (disability, pension plan, life insurance, sick leave insurance etc.).
- Ensure implementation of new (fiscal) regulations and legislation in payroll.
- Update payroll / BCS in case of new or altered wage components.
- Be the contact person for BCS related matters and queries.

What do you bring to the table?

- At least MBO 4 payroll administration (Salarisadministratie) study, related studies or extensive relevant practical working experience in a payroll and HR environment.
- 3 + years working experience in a Payroll team with similar and/or related tasks and responsibilities.
- At least 1 – 2 years working experience in an HR team, knowledge of HR (admin) processes.
- Proficient knowledge of Dutch labor laws and regulations, experience with UK and/or German labor legislation is an advantage.
- Strong communication skills (written and oral) with the proven ability, to clearly and respectfully communicate at all levels.
- Multi-lingual abilities in English (business level) and Dutch (proficient level).
- Proven ability to maintain a high level of confidentiality and experience with confidential data processing and file management.
- Excellent skills in Microsoft Office (Word, Excel) and HR related systems (BCS, Dayforce).
- Strong organizational skills, able to handle multiple and varied priorities and tasks simultaneously and deliver within deadlines.
- Great attention to detail.
- Living in the greater Amsterdam area.

What do we have to offer?

Carhartt is a family-owned company for 135 years now and stands for transparency, honesty, authenticity, and respect. The Carhartt EMEA/PAC team currently consists of around 80 associates (please note that we are Carhartt the workwear company and not Carhartt Work in Progress!).

We offer a 37-hour week, a hybrid way of working, a strong employee benefits package, 25 leave days per year. We supply you with home office equipment in case you would like to work from home for part of the (hybrid) workweek. Finally, we have a great EMEA team that we would like you to join in our beautiful office in Amsterdam-Oost!

Salary range: € 3.375 – 3.850 gross per month (fulltime)

We offer a performance-based bonus, non-guaranteed, based on (global) company/team/individual annual goals.

We start with a 7-month employment agreement, followed by a 1-year agreement.

Please note that we are Carhartt workwear and *not* Carhartt Work in Progress, which is a different company and not part of the original Carhartt brand.

Application process

We will (only) contact candidates with a suitable background (see entry requirements) and potential match for this role who live in the greater Amsterdam area. Please apply with your CV (Resume) and motivational letter. The first interview will be online (via Teams), the second interview will take place at our office.

Interested? We would like to hear from you!

Please apply via LinkedIn Recruiter: vacancy HR & Payroll Generalist.