

## HR Manager at VSPARTICLE

Nanotech scale-up VSPARTICLE is looking for an experienced HR Manager. As a company at the forefront of nanotechnology development, we are highly dependent on our experienced and excellent employees. As we are now scaling up rapidly as a company (going from 20 FTE to 100 FTE in the next couple of years), we need you to organize, manage and structure our HR department to enable this fast growth in an orderly and sustainable way.

### Your tasks & responsibilities

- Implement a digital HR system and manage individual employee files (contracts, holidays, illness)
- Create and implement an on- and offboarding policy
- Implement a recruitment policy regarding new hirers
- Create and implement an employee manual
- Organize and participate in annual performance reviews of employees with MT
- Act as first point of contact for HR related questions
- Work in close contact with the MT as the company is rapidly scaling

### Who are you:

- You have a Bachelor or Master degree in HR(M)
- Three to five year experience as HR professional
- You have a clear vision / opinion on how a HR department should be organized and what is necessary
- You have experience in implementing your vision, preferably in a start/scale-up company
- You are flexible, hands-on and looking for solutions, instead of addressing issues only
- You have (some) knowledge on Dutch labour legislation
- As you are the first dedicated HR employee, you do not mind to address the full HR spectrum initially, from standardized and less-interesting work next to companywide implementation of newly designed policies
- Willing to learn and take responsibility in transforming a start-up into a scale-up
- Fluent in English
- 32 to 40 hours per week available

### What do we offer

- Primarily, the freedom to design and implement processes, where you are in the driving seat for implementing a HR infrastructure in a direction of your preference as the company grows, all based on your knowledge and experience
- An opportunity to be part of a company that is at the forefront of nanotechnology development
- A challenging job in an international work environment
- Flexibility in planning your work, including options for working from home
- Work from our office in Delft
- Social events and a daily company lunch
- 30 vacation days
- Laptop
- Pension

If you are interested please send you CV to: [info@vsparticle.com](mailto:info@vsparticle.com). With topic: **HR solicitation**

*Please do not contact us for any sales related purposes based on this vacancy*