



Job Opening

HR ASSISTANT F/M – PART-TIME

Country	France	Site	DEFTA ESSOMES
Duration	Permanent	Functional Area	Human Resources

DEFTA is a major player in the metal parts creation industry. We design cutting-edge solutions for the automotive sector as a Tier 1 supplier and more broadly in the industrial sector, responding to the most complex challenges with ever more innovative methods.

With its 1,000 employees, DEFTA has a strong presence in Europe (France, Spain, Slovakia and Romania) and aims to continue its growth by constantly opening up to new markets and continuing to develop.

Missions & Responsibilities :

Supervise the administrative management as well as the management of worktime and activities for 150 employees, in compliance with the company's HR policy (CCN of metallurgy), in particular by:

- Managing the interim workforce
- Leading the training
- Managing payroll
- Developing HR reports
- Ensuring relations with the legal authorities and health organizations for the various declarations and procedures to be carried out (health insurance, mutual insurance, provident insurance, occupational medicine, Urssaf, pension funds, France emploi, etc.)
- Participating in the implementation of the internal communication plan
- Ensuring the interface with employees for questions relating to their rights and obligations

Skills & Educational qualifications (R) Required (P) Preferred

Educational Qualifications :

- ✓ Bac +2/3 training in Human Resources or equivalent training
- ✓ Minimum 3 years of experience in operational and generalist positions

Skills :

- ✓ Mastery of the fundamentals of Labor Law
- ✓ Proficiency in office tools (good Excel level)
- ✓ Mastery of HR management IT applications (Kelio & Nibelis)

Contact

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Deadline for applications : 30/06/2024