



BlueOOS B.V.

Oostkapelseweg 4
4353 EH Serooskerke
The Netherlands

+31 (0)118 726 200

VACANCY

HR Administrator

Location: Serooskerke (Walcheren, NL)

Department: HR-Department

Are you an organized and detail-oriented HR professional looking to contribute to a dynamic, international company? OOS International B.V. is seeking a proactive HR Administrator to support our head office operations in Serooskerke and ensure efficient and compliant HR administration.

The Position

As an HR Administrator, you will play a key role in supporting the day-to-day HR operations of our head office. You will be responsible for maintaining accurate employee records, coordinating HR processes, and providing administrative support throughout the employee lifecycle. Working closely with employees, managers, and external partners, you will help ensure that HR processes run smoothly, efficiently, and in compliance with applicable legislation and company policies.

Tasks and Responsibilities

- Maintain and update employee records, personnel files, and HR systems
- Coordinate onboarding and offboarding processes, including preparation of employment documentation
- Support recruitment activities by scheduling interviews and communicating with candidates
- Prepare employment contracts, amendments, and HR correspondence
- Assist with payroll preparation and coordination with external payroll providers
- Administer employee benefits, leave requests, and absence registrations
- Ensure HR documentation and processes comply with Dutch Labor legislation and company policies
- Generate HR reports and provide administrative support for audits and compliance requirements
- Respond to employee inquiries regarding HR procedures and policies
- Support HR projects and continuous improvement initiatives



Job and Skill Requirements

- MBO+ or Bachelor's degree in Human Resources, Business Administration, or a related field
- 2+ years of experience in an HR administrative or HR support role
- Good understanding of Dutch Labor law and HR administration processes
- Strong organizational skills with a high level of accuracy and attention to detail
- Excellent communication skills in Dutch and English, both written and verbal
- Experience working with HR systems and Microsoft Office applications
- Ability to manage multiple tasks and prioritize effectively
- Proactive, service-oriented, and able to work independently as well as part of a team

What We Can Offer

- A valuable role within a growing international company
- Supportive and collaborative team culture
- Opportunities for professional development and career growth
- Competitive salary
- Pension scheme
- Social and team-building activities

Interested?

If this job appeals to you, please send your CV and motivation to [**HR@blueoos.com**](mailto:HR@blueoos.com) .

