



AAEON Technology Inc, an ASUS Associated Company, is a leading manufacturer of advanced industrial and embedded computing platforms. Committed to innovative engineering, **AAEON** provides integrated solutions, hardware and services for premier OEM/ODMs and system integrators worldwide in IOT and Industrial IOT with focus on Artificial Intelligence on the edge. **AAEON** also offers customized end-to-end services from initial product conceptualization and product development on through to volume manufacturing and after-sales service programs. **AAEON** is an Associate member of the Intel® Internet Of Thing Alliance.

Headquartered in Taiwan, **AAEON** has a global presence with strategically positioned branch offices in Europe, Asia and USA.

HR Generalist

Located in the Dutch branch office, the HR Generalist will be providing HR support to managers and employees based in the Netherlands, Germany, France, Italy, UK, Spain and Poland. In this role you are a true generalist, responsible for all the operational, tactical and strategic elements of the Human Resources function and the employee life cycle. You will be responsible for all areas relating to Human Resources.

Responsibilities & Duties:

- Working closely with various departments, assisting managers to understand and implement policies and procedures
- Personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Advising on pay and other remuneration issues, including promotion and benefits
- Administering monthly payroll (7 countries) and maintaining employee records
- Keeps records of benefits plans participation such as insurance and pension plan
- Recruiting staff - this includes creating job descriptions, job postings, shortlisting, interviewing and selecting candidates
- Manage the annual performance management cycle and provide the Managing Director with benefit and compensation input as needed
- Promoting equality and diversity as part of the culture of the organization
- Manage equal opportunities, disciplinary procedures and absence management
- Keeping up to date and advising on employment law
- Dealing with grievances and implementing disciplinary procedures
- Planning, and sometimes delivering, training - including inductions for new staff
- Other tasks requested by the Employer

Skills required:

- A bachelor degree or similar level
- Minimum of 5 years' experience in HR Management
- Current knowledge of Dutch legal legislation
- Strong interpersonal communication skills both written and verbal.
- Excellent cultural awareness and sensitivity
- Fluent in Dutch and English, knowledge of German is considered a plus
- Familiar with Asian culture



What we offer :

- A real international job in a multicultural environment
- A market competitive salary including an incentive bonus
- 30 annual holiday days
- Education budget
- Annual wellbeing budget for physical and mental fitness
- Annual AAEON Kick off with the European team
- iPhone and laptop

We will only consider direct applicants; acquisition is NOT appreciated!

If you are interested, submit your resume and cover letter to:

Aaeon Technology Europe B.V.
HR@aaeon.eu