



JOB OFFER

[ESSP](#), a private company with 7 major European Air Navigation Service Providers as shareholders, manages the operation and supports the adoption of the European Satellite Based Augmentation System to GPS: [EGNOS](#).

ESSP Corporate Video: <https://www.youtube.com/watch?v=ojO8TAitQoc>

The adoption of this service is rapidly growing given it allows correcting the GPS signal and offers enhanced features with accurate positioning and integrity within safety-of-life services context such as public transportation.

ESSP Website: <https://www.essp-sas.eu/careers/>

ESSP recruits a:

HR ASSISTANT - (F/M)

If you are **rigorous and organized** with a **good level of English** and **proficiency in Human Resources administrative management and payroll with 4 years** of experience in this domain, then this position is for you!

By joining us, you will contribute to the management of the company's HR topics by providing support to the HR team for activities related to the administrative management of the company's personnel, in compliance with applicable legal and regulatory provisions.

Your main responsibilities/activities will be:

- **HR Management:**
 - o Manage personnel files (hiring/departure, medical check-ups, health insurance, etc.),
 - o Follow-up of administrative files and agreements/contracts with schools;
 - o Manage the welcome process for newcomers and its' updates;
 - o Monitor working time, absences and associated reporting
 - o Update of personnel files;
 - o Make sure statutory obligations, company and labour agreements are applied;
- **Payroll:**
 - o Calculate variable items (bonuses, tickets restaurants, etc.);
 - o Provide and control variables items with ESSP Legal Representative in Spain (absences control, variables items, social security allowance; life insurance, saving plan contribution etc.);
 - o Ensure consistency between the absence management tool and timesheets;
 - o Control payslips and final settlements;
 - o Ensure the application of legal evolutions.
- **Training:**
 - o Organize training actions; administrative follow-up of training files (registrations, agreements, attendance, training evaluation follow-up, etc.), Interface with training organizations;
 - o Ensure the financial monitoring of the training plan;
 - o Update training catalogue.
- **Recruitment:**
 - o Manage external/internal call for applications;
 - o Monitor applications, feedbacks to candidates and associated reportings;
 - o Manage interface with local agencies and contribute to development of partnerships.



- **Others:**
 - Produce and monitor the monthly reporting tables;
 - Prepare necessary presentations for the activity follow-up;
 - Update the company's Intranet with HR information/communications;
 - May provide support for Health & Safety actions;
 - Provide support to various HR development projects and department activities.

PROFILE

The following skills will be assessed in your application:

Generic Skills:

- Discretion and ability to keep information confidential
- Interpersonal skills
- Strong analytical and summarising abilities
- High level of English (B2) – CECRL
- High level of Spanish (C1-C2) – CECRL
- Available and ready to listen
- Rigour and organization

Specific Skills:

- Good knowledge of labor law
- Good knowledge of payroll regulations
- Good MS Office suite skills
- French would be a plus

Job Requirements:

Minimum attendance required during payroll periods
Available for occasional travels, especially to Toulouse
HR Administration diploma (2 years of higher education)

Please send your application file only by e-mail to the following address: recrut@essp-sas.eu

Job Location: Madrid

Type of Contract: Full time / Permanent

ESSP is committed to cultural diversity, gender equality and the employment of disabled workers.