



## JOB OFFER

Created in 2009, **ESSP** is a young and dynamic company, a **pan European service provider**, certified by EASA (the European Union Aviation Safety Agency) to deliver safety-critical services. Our mission is to operate and provide **Communication, Navigation and Surveillance (CNS)** services, among which, the main one is, the **EGNOS service** (the European Geostationary Navigation Overlay Service), on behalf of the EUSPA (the European Agency for Space).

**ESSP Corporate Video:** [https://www.youtube.com/watch?v=u\\_FKtcaN8YE](https://www.youtube.com/watch?v=u_FKtcaN8YE)

**ESSP Website career:** <https://www.essp-sas.eu/human-resources/careers/>

In ESSP we are looking for an:

### HR OFFICER - (F/M)

We are looking for an **HR Officer that will contribute to the management of the company's HR matters by taking in charge the HR staff management on the French perimeter in compliance with the legal and regulatory requirements** For these activities, we are looking for someone with at least **5 years' experience in Human Resources management** with a **very good level of English** (minimum B2).

**Your main responsibilities/activities will be:**

**For the French perimeter:**

#### **HR Management:**

- Support and advice Managers,
- Be the Point of Contact (PoC) for HR matters, and inform the staff about current social legislation,
- Competency / Talent management: identify internal talents, succession plan,
- Yearly appraisals / People Review: support managers in the process, analysis of the content of the interviews and communication to managers, participation in the People Review process,
- Ensure the legal obligations application, the company and collective agreements, and internal notes,
- Offer assistance to manager with any HR or social relations issues, with conflicts management.

#### **Recruitment:**

- Operational recruitment: HR interviews, analysis and feedback, prepare and send hiring proposals,
- Ensure GDPR application,
- Support managers in the identification of the needs: job description, source profiles, assessment of applications,
- Follow status of applications, technical interview and manage the way forward,
- Provide support for the forecast with Unit Managers and Resources Planning, and KPI.

#### **Training:**

- Monitor the advancement of the training plan: training action and financial plan,
- Organize coaching / mentoring actions.



### Transversal activities at Company level:

#### Training policy:

- In charge of the the training policy process (including mentoring/coaching),
- Analyse critical competencies, need of reinforcement, etc.,
- Manage and follow the budget forecast for the year,
- Collect and consolidate the training needs, validate the training plan with managers and CEO
- Manage and report on the needed Key Performance Indicators (KPI),
- Active the training paths for managers as part of the Team management Charter,
- Ensure the update and the communication of the training catalogue, and provides reports to staff representatives.

#### Yearly Appraisals & People Review:

- In charge of the process of the Yearly Appraisals & People Review,
- Manage the administration part of the interview management tool,
- Prepare and monitor the yearly appraisals campaigns,
- Ensure the update of the supports, and the yearly communications,
- Collect and summarize the data collected in the yearly appraisals,
- Prepare the necessary support and reporting to Managers.

#### Others:

- Prepare necessary presentations for the activity follow-up,
- Produce and monitor monthly reporting,
- Provide support to the management of the Staff Representatives and annual reports, and on various HR development projects.

#### PROFILE:

- Very good knowledge of **French labour law, payroll regulation** and **MS office suite**
- Interpersonal skills, self starter, strong analytical and summarising abilities
- Meticulous and organised
- Discreet, able to keep information confidential and available to listen
- Able to set priorities and cope with emergencies
- Independent
- Spanish would be a plus

#### JOB SPECIFICATIONS:

Master's degree or equivalent,

Experience of at least 5 years in HR management with very good level of English (B2 minimum)

#### Human Resources Information:

- **1 interview** held by HR Unit

#### Element of package of remuneration:

- **Variables:** bonuses based on objectives
- Profit-sharing
- **Teleworking:** up to 2 days/week
- **Tickets Restaurant (card)**
- **Family Health Insurance**
- **Sustainable Mobility Package:** Home/Office travels reimbursement if car shring or bicycling
- Reimbursement of **75% of public transport** subscription



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

**Job Location:** Toulouse (France)

**Type of Contract:** Full time / Permanent

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