



JOB OFFER

Created in 2009, [ESSP](https://www.essp-sas.eu/) 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

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

In ESSP we are looking for an:

HR ASSISTANT (TEMPORARY POSITION) - (F/M)

In the frame of a maternity leave, we are looking for an **HR Assistant in a temporary contract** who will support HR activities by managing part of the **recruitment** and **training processes** as well as **personnel administration**.

For these activities, we are looking for someone with at least **2 years' experience** in Human Resources, ideally in a **generalist HR role**, with a very **good level of English** (minimum B2).

This temporary contract is from **December 2026 until September 2027** (10 months contract).

Your main responsibilities/activities will be:

Training:

- Follow the closure of previous year's training plan (administrative management),
- Organise training sessions and manage the administrative follow-up of training files (registrations, training agreements, attendance certificates, etc.),
- Monitor travel requests related to training and the associated expenses,
- Contribute to the monitoring of the training plan, (cost tracking, purchase orders and invoices),
- Act as a point of contact for training providers,
- Support training cost estimates and contribute to the review and prioritisation of the training plan.

Recruitment:

- Manage operational recruitment: CV screening, pre-qualification phone interviews and feedback
- Ensure compliance with GDPR requirements in the management of applications,
- Manage internal and external job postings, including publication on the company intranet,
- Prepare job advertisements for external publication,
- Create/update job descriptions, skills matrices, external job postings and manage publication,
- Source potential candidates,
- Assess applications and forward suitable candidates to hiring managers,
- Monitor status of applications throughout the recruitment process, coordinate technical interviews,
- Participate in recruitment fairs and career events.

Employee Representative Bodies ("Comité Sociale et Economique" - France / "Comité de Empresa" - Spain):

- Prepare periodic meetings, including drafting agendas, sending invitations and meeting notices, and preparing and updating PowerPoint presentations,
- Follow up on actions agreed during meetings,
- Support the preparation of reports and reporting materials.



Others (Support to HR Administration):

- Provide support in managing employee files and personnel records,
- Support the preparation and coordination of employee appraisal campaigns,
- Support the analysis of interviews relating to work organisation,
- Provide support for various HR development projects and Unit activities, for example, assisting with the implementation of the new HR Information System (HRIS),
- Prepare and monitor monthly HR reports and dashboards,
- Prepare presentations required to monitor HR activities,
- Provide support to HR Assistants, HR Officers, the HR Administration Officer and the HR Director.

PROFILE:

- Interpersonal skills
- Initiative spirit, strong analytical and summarising abilities
- High level of English (B2-C1) – CECRL
- Ability to set priorities and manage urgent tasks effectively
- Available and ready to listen
- Rigour and organization
- Discretion and ability to keep information confidential
- Good knowledge of recruitment rules and regulations,
- Very good MS Office suite skills (especially Word, Excel and PowerPoint)
- Good level of Spanish (B2) – CECRL

JOB REQUIREMENTS:

At least 2 years of experience in Human Resources, ideally in a generalist HR role.

Bachelor's or master's degree in human resources management, or equivalent qualification.

Experience in projects in an international context (European)

Human Resources information:

- **1st interview** is held by **the direct manager** of the position you applied for (technical interview)
- **2nd interview** is held by **HR department**

Element of package of remuneration:

- **Variable:** 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 sharing or bicycling
- **Reimbursement of 75% of public transport**

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

Job Location: Toulouse (France)

Type of Contract: Full time / Temporary Contract

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