

**HR Manager**

**Job Opportunity at UNStudio Amsterdam**

**May 2016**

**UNStudio**  
UNSTUDIO





# HR Manager UNStudio Amsterdam

## HR Manager, this is what awaits you:

Every Dutch person knows it: the Erasmus Bridge in Rotterdam. The Erasmus Bridge is not just a bridge, but also a landmark and symbol of the city. It was also a breakthrough for UNStudio. Since the founding of UNStudio in 1988, their portfolio has grown to encompass a wide variety of projects in the fields of design, architecture and urbanism. UNStudio strives to make a significant contribution to the discipline of architecture by approaching every project with ambition, dedication and innovation. With your HR expertise you will deliver a significant contribution to the practice by translating the organisation's objectives into concrete HR solutions, processes and activities.

## As HR Manager you will have the following responsibilities:

- Provide front line generalist HR advice to the Board and the Directors with a focus on the provision of pragmatic, sound and feasible solutions;
- Initiate, develop and implement HR policies and associated processes;
- Be the single point of contact on topics such as labour law and legislation, performance management, international mobility, training and development, recruitment, dismissal, dysfunction and absenteeism.
- Deliver high quality and effective career development and effective implementation of local policies and ensure all staff are well advised on practices and adhere to processes related to performance management process;
- Initiate and lead HR related projects;
- Provide leadership to the HR Officer;
- Ensure operational HR processes and deliver required management information reports.

As HR Manager you will report to one of the four Partners.

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## Any Questions?

Our colleague Nienke Sinnaeve will take the time to answer your questions via +31 294 492 368 or via [n.sinnaeve@rvdb.nl](mailto:n.sinnaeve@rvdb.nl).

## Apply for the vacancy of HR Manager?

If your profile fits the above description and you are driven to make a difference for UNStudio, please send us your cv and short motivation by uploading it via our website (<http://www.rvdb.nl/>). We will react to your application within 1 week. RvdB is recruiting for this vacancy on an exclusive basis. Acquisition will be not be appreciated by UNStudio.

## The challenge you will take on at UNStudio:

UNStudio is an international and renowned architectural firm with headquarters in Amsterdam and two entities in Asia. In Amsterdam they employ about 140 enthusiastic, highly skilled, passionate and dedicated architects. The atmosphere is informal, international, multidisciplinary and very dynamic. The average age of their employees is 34 and their employee base is made up of more than 25 different nationalities.

As HR Manager you will manage one HR Officer in your team. The Board is formed by the two founders of the practice, who are assisted by four Partners and six Directors. Within this MT you will act as a spokesperson and representative and provide input and advice when HR is on the agenda. Your stakeholder management, advisory skills, hands-on approach, entrepreneurial spirit, customer focus, energy, accessibility and unifying skills will be of added value to this environment. In addition, you are able to push back when appropriate, and you are a collaborative yet independent thinker.

What is it like to work at UNStudio? The atmosphere can best be described as enthusiastic, creative, project-driven, demanding, customer-focused, informal and committed.

The office is easily reachable within Amsterdam by bicycle and public transport. Your desk will be at the UNStudio office on the Stadhouderskade in the centre of Amsterdam. From Amsterdam Central Station, tram 4 takes you to the Stadhouderskade within fifteen minutes.

## This vacancy offers more than just a great challenge:

- A truly interesting fulltime position in an exciting environment with top professionals;
- A beautiful office in the city centre of Amsterdam;
- A stable and growing organisation.

## You will bring the following for the position of HR Manager:

- Successfully completed college or university degree, preferably in the field of HR;
- At least 5 years generalist HR experience, of which a minimum of 3 years in an all-round HR Advisor role;
- Preferably experience within the creative industries or international profit organisation with highly skilled professionals and a structure with partners;
- Experience of being a sparring partner and expert advisor to the Board / Senior Management;
- Preferably people management experience and coaching skills;
- Stakeholder management, advisory skills, hands-on approach, entrepreneurial spirit, energy, focus, accessible and unifying skills;
- Excellent communication skills in English and/or Dutch.

