

JOB DESCRIPTION

17.07.2020

TITLE:	HR Manager Compensation & Benefits
Unit	Human Resources
REPORTS TO:	HR Director

OVERVIEW

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

Fairtrade International is the international non-profit, multi stakeholder body that is responsible for the strategic direction of Fairtrade, sets Fairtrade standards and supports producers.

OBJECTIVE/PURPOSE:

The HR team is responsible for the full range of people focused functions in an international environment, including managing and administering our employees' rewards & benefits.

PRINCIPAL ROLES AND RESPONSIBILITIES

- Independent and responsible handling and shaping of Compensation & Benefits related subjects
- Ensuring accurate and timely payroll in cooperation with an external provider
- Management and improvement of HR processes and tools related to Compensation & Benefits, Health Care, Employee Insurances, Time & Attendance, Relocation and HR Data
- Advise employees and Line Managers on HR matters, e.g. social security, taxation, company bargaining agreement, relocation, time registration, vacation, parental/maternity leave, etc.
- Issuing of job descriptions, employment contracts and addendums
- Securing compliance with German labour law and EU GDPR
- Constructive cooperation with works council
- Management of induction for new employees and new leaders
- Support in HR projects and HR digitalization
- Undertake other tasks that are consistent with the level and responsibilities of this post

SKILLS REQUIRED:

Level of education

- University qualification with focus on HR or business administration or commercial education with further training as personnel officer/specialist or comparable relevant qualification in human resources or compensation and benefits

Knowledge / Job Specific Competencies:

- Minimum of 3 years professional experience in a comparable position
- In-depth knowledge and practice in the full range of Compensation & Benefits
- Good knowledge of current German social security, tax and labour regulations
- Experienced in applying tariff regulations and works council act



FAIRTRADE
INTERNATIONAL

Professional Skill Requirements

- People and service oriented, fostering team work
- Strong communication skills and facility in cross-cultural communication
- Ability to work independently, result orientation
- Excellent organizational and coordination skills
- Good command of MS Office Suite, esp. Excel and affinity to IT and Data Analysis
- Fluency in English and German is essential

Personal Qualities

- Hands-on mentality
- Flexibility and initiative
- Diplomatic and sensitive approach
- Reliable, diligent
- High level of accuracy and attention to detail
- Motivation for Fairtrade

TERMS AND CONDITIONS

- This is a **temporary position for 1 year, part time 50 – 75 %**.
- Location is at Fairtrade International offices in Bonn, Germany.
- The office language is English.
- Salary as per the Collective Bargaining Agreement for the Wholesale and Foreign Trade Industries for North Rhine Westphalia and Fairtrade International Company Agreement on wages and salaries **Group VIa** plus an attractive benefit package.
- 30 days of holidays per year

APPLICATIONS:

Applications, in the form of a letter of motivation and Curriculum Vitae including earliest start date and salary expectations, should be submitted via e-mail to applications@fairtrade.net, citing HR Manager Compensation & Benefit in the subject field.

- The deadline for completed applications is **31. July 2020**.
- Please consult www.fairtrade.net for more information on Fairtrade International and the Fairtrade system
- By sending the application documents you voluntarily consent to Fairtrade International to use and process your personal data for the purpose of this application procedure