



LLOYDS BANK

HR Assistant

Lloyds Bank, locatie Amsterdam

Lloyds Bank is onderdeel van Lloyds Banking Group, de grootste bankengroep van het Verenigd Koninkrijk. De Nederlandse vestiging, met ruim 160 medewerkers, is anders dan andere Nederlandse banken. Dat merk je aan onze eigenzinnige, gedurfde visie op de markt. Aan onze innovatieve producten en diensten. En natuurlijk aan de korte lijnen voor onze klanten. Lloyds Bank doet jaarlijks mee aan de Great Place To Work survey, waarbij we een plek op de lijst van 'Best Workplaces' verdienen! Gezien het internationale karakter van de functie hebben wij de functieomschrijving in het Engels opgesteld.

POSITION

This role is within the HR department of Lloyds Bank GmbH Netherlands (NL).

Reporting to the Head of HR Netherlands the HR Assistant is responsible for providing a wide range of support in all areas of the HR generalist field.

KEY ACCOUNTABILITIES

Key accountabilities are as follows but not limited to;

Recruitment and on boarding

- Facilitating the administrative part of the recruitment and selection process in close cooperation with the HR Advisors (handling applications, organizing interviews, issuing, collating, processing all required documentation, liaising effectively with third parties – e.g. recruitment companies, agencies);
- Provide support during the on boarding process.

HR Administration & Relationship management

- Maintain the (digital) Personnel files of colleagues, in accordance with company procedure and data protection laws;
- Maintain an accurate administration concerning; lease cars, home office equipment, commuting of colleagues and company insurances.
- Maintain good relationships with external suppliers, and coordinate annual evaluation meetings.

Secretarial Support

- Provide secretarial support (e.g. calendar management, expenses, events) for the Managing Director and the Company Secretariat;
- Able to organise meetings

Supporting the Business

- Support the NL business by answering all general HR queries in the HR inbox, and able to escalate when required

KEY CAPABILITIES

- MBO level preferred
- Previous experience in an HR related field is preferred
- Experience with recruitment activities
- Able to multitask
- Excellent administrative skills
- Good organisational skills
- Good knowledge of the Dutch and English language, both verbal and in writing

KEY COMPETENCIES

- Analytical skills and a problem solving attitude
- A good communicator at all levels in an organisation
- Accurate and with an eye for detail
- Excellent organisational skills, able to prioritize and keep to deadlines
- A team player

WE OFFER

A fulltime role (40 hour) with a salary in line with the market and excellent secondary employee benefits.

Do you recognise yourself? Then we would like to meet you! Send your CV and motivation letter in English to: recruitment@lloydsbank.nl