



HR ASSISTANT

WHO ARE WE?

Optics11 was founded in 2011 as a university spin-off. With a promising unique technology based on optical fiber sensing, a first product was built in 2012: an extremely sensitive measurement device that could break new ground in the field of tissue engineering and regenerative medicine. Since then, many more unique sensing products were developed and put in the market. The company now has two business units serving different markets with different products: Optics11 Life and Optics11 Industrial Sensing. The company is now growing rapidly and employs over 50 professionals, with an installed base of successful products all over the world.

Optics11 Life is a life science instrumentation company that makes high-tech equipment to have an impact on medical treatments and drug discovery.

WHO ARE WE LOOKING FOR?

As an HR Assistant at Optics11, you will become a part of a young and enthusiastic team, working in a challenging international environment, with huge opportunities to grow!

For our expanding team, we are looking for an HR Assistant who gets a kick from doing all kinds of administrative tasks and who likes to support in all elements of HR.

If you have an interest in Human Resources, this could be the right opportunity to help you move into this field!

Are you in for a challenge?

KEY ACTIVITIES

- You will be the first point of contact for our colleagues and deal with a day-to-day HR queries;
- You will take care of people related administration and coordination tasks (e.g., onboarding, sick leaves);
- You will provide accurate management information, ensure compliance with company process, data protection requirements and best practice with regard to maintenance of HR system and records;
- You will be responsible on recruitment activities (drafting vacancy texts, sourcing, first contact with candidate);
- Where it will be necessary you will be directing queries to the best person or team to deal with them;
- You will be supporting your HR colleagues and management on a wide variety of people related topics and projects!

SKILLS & COMPETENCIES

- You are a people's person; you like to work in a fast-paced environment and remain close to the detail and working to resolve issues in a timely manner;

➤ [OPTICS11LIFE.COM](https://optics11life.com)  

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- You are available for 32-40 hours/week;
- You possess good computer skills (Microsoft Office, HR system is a pre);
- You are confident in verbal and written communication in English and Dutch;
- You have high volume administration experience (incl. systems/database administration) in HR, recruitment or payroll, or you are willing to learn;
- You love to work in a team but can and like to work independently as well;
- You pay attention to details;
- You are an enthusiastic individual who is keen to learn and has a flexible approach.

WHAT WE OFFER?

Competitive primary and secondary working conditions within a challenging and dynamic international organization with driven and passionate colleagues. And a huge opportunity for growth. Furthermore, there is an informal work environment and a good perspective to grow into the organization.

To apply, send in both your resume and motivation letter to recruitment@optics11.com