HR Business Partner (M/F)

COMPANY

Linkfluence is a leading Social Media Intelligence company, offering a unique approach which enables organizations to monitor, analyze and leverage social media. Founded in 2006 in France, the company has more than 300 clients worldwide including brands, agencies and public organizations such as Danone, Sanofi, McDonald’s and Publicis. Linkfluence has offices in France, Germany, UK, and recently launched in China and Singapore. The Linkfluence offering combines Radarly, a leading Social Media monitoring & engagement tool, and cutting-edge Social Media research approaches, such as network analysis. You will be working with a young, energetic and rapidly growing international team of 200 people. We are looking for passionate and smart people to help us shaping next generation social media intelligence (SMI) software.

MISSIONS:

Being based in Paris, the HRBP will be responsible for supporting our HRM essentially on subsidiary management. Main missions will be:

1. **Partnering with Linkfluence subsidiaries management to ensure daily HRM:**
   - Establish himself/herself as main HR touch point (for managers and employee) in order to ensure all the daily HR missions.
   - Act as HR advisor: use an “open door” attitude, solicits employee feedback and reviews employee satisfaction to identify and address employee problems or concerns.
   - Follow administrative entry (and exit) procedure to ensure legal accuracy and employee integration.

2. **Staffing and Recruitment Process:**
   - Assists HRM in analyzing open positions to balance the development of existing talent and business needs.
   - Assists HRM and Managers with making staffing decisions to manage the talent cadre and pipeline.
   - Assists in sourcing and recruitment process.
   - Make sure the recruitment approval process is respected.

3. **Managing Employee Compensation:**
   - Gather all variable payroll, absence, balance and other elements.
   - Work closely with payroll provider to ensure payroll accuracy.
   - Assists HRM in championing the communication and proper use of compensation systems, tools, programs, policies (commissioning system, bonuses...).

4. **HR Monitoring:**
   - Maintains all relevant HR reports and tracking sheets up to date.
   - Monitors effective use of Figgo (time management tool) by managers and employees.
ABOUT YOU

- Master’s Degree in human resources or relevant field
- 2 years operational working experience as an HR Generalist (knowledge of German and UK labor law, taxation, social security)
- Strong interpersonal and agility skills. Comfortable working remotely.
- Solid organizational, multi-tasking skills. Enjoys moving at a high pace and able to prioritize while being hands-on
- Fluent in German and English; French is a must have
- Proficient in Office Pack : Excel, Word, PowerPoint
- The role will involve some international travel (5-10%)

COMPENSATION AND ADVANTAGES: Competitive, dependent on candidate profile and experience, meal voucher, health insurance

START DATE: ASAP

CONTRACT TYPE: Permanent

PLACE OF WORK: 5 rue Choron – 75009 paris (accès transports : Métro ligne 12 – Station Notre-Dame-de-Lorette, Métro ligne 7 – Station Cadet)

We are looking forward to getting to know you better!
Send us your resume and tell us the reasons why you would like to work with us at: jobs@linkfluence.com