

Job Opening

HR CHARGE – in apprenticeship

Country	<i>France</i>	Site	<i>DEFTA SERVICE</i>
Duration	<i>Apprenticeship</i>	Functional Area	<i>Human resources</i>

DEFTA is a major player in the metal parts creation industry. We design cutting-edge solutions for the automotive sector as a Tier 1 supplier and more broadly in the industrial sector, responding to the most complex challenges with ever more innovative methods.

With its 1,000 employees, DEFTA has a strong presence in Europe (France, Spain, Slovakia and Romania) and aims to continue its growth by constantly opening up to new markets and continuing to develop.

Missions & Responsibilities :

- ✓ Participate in recruitment campaigns
- ✓ Participate in the onboarding of new employees
- ✓ Participate in the design of the training plan and ensure its deployment
- ✓ Ensure relations with training organizations and the OPCO
- ✓ Ensure the management and administration of personnel (29 employees)
- ✓ Ensure relations with the legal authorities and health organizations for the various declarations and procedures to be carried out (health insurance, mutual insurance, provident insurance, occupational medicine, Urssaf, France Emploi, etc.)
- ✓ Interface with employees on questions relating to their rights and obligations
- ✓ Ensure HR reporting
- ✓ Participate in strategic HR projects

Skills & Educational qualifications (R) Required (P) Preferred

Educational Qualifications :

- ✓ Bac+5 level in Human Resources
- ✓ First experience in Human Resources desired

Skills :

- ✓ Sense of communication and service
- ✓ Rigour, method, punctuality, regularity and organization
- ✓ Ability to dialogue and listen
- ✓ Interpersonal skills,

Contact

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Deadline for applications : 30/06/2024