



**JoinIn**



**Abbott** has a special mission, Turning Science into care.

All over the world, millions of people trust in our medicines, medical devices and treatment methodologies. And we work constantly on improvement and renewal.

Every single person of our 70.000 employees contributes to this, everyone from his or her expertise. In the Netherlands over 2000 people are working in manufacturing, research and development, supply chain, marketing and sales.

For our Shared Service Center, responsible for the Netherlands, Norway, Finland, Sweden and Denmark (the 'Nordics') we are looking for a

## **HR Shared Service Center Assistant**

The HR Shared Service Center is the first point of contact for all Abbott staff in the Nordics and in the Netherlands with regard to HR matters.

Another important task of this team is to support the Business HR staff, amongst others in the areas of staff files, recruitment, correspondence and the composition of employment contracts.

As HR Shared Service Center Assistant you will fulfil a proactive role within HR and Payroll. Your responsibilities will include placing documents, forms, etc. on the HR Intranet on request and keeping permanent lists such as internal and external staff lists up to date. You will also be in charge of managing the HR staff files of all Abbott staff in the Netherlands and the Nordics and responsible for drawing up and maintaining standard regular lists and statistics and timely and full sickness absence administration duties, such as sickness and recovery notifications for all Abbott locations in the Netherlands and the Nordics.

### **Abbott is looking for a candidate with the following background:**

You have completed higher vocational education (HBO) and have relevant administrative education. Experience within human resources is an advantage. You have an excellent command of the English and the Swedish language.

#### Competences:

- Enthusiastic attitude
- Excellent communicative skills
- A good grounding in administration and keen appreciation of administrative processes
- Team player
- Resilience
- Integrity, accuracy and flexibility
- Excellent service orientation and empathy
- Business sense

#### Position Accountability/Scope:

Accountable to the Teamleader of the Shared Service Center in Zwolle, the Netherlands.

Work location: Zwolle, the Netherlands

## **Abbott offers**

Abbott provides a varied, challenging and international position in a dynamic and pleasant working environment.

In our organization, you can count on excellent primary and secondary benefits, a positive working atmosphere, a personal growth plan, extensive training opportunities and good career perspective.

Are you appealed by Abbott, are you looking for a job with meaning and do you recognize yourself in the outlined profile, please make your interest known.

Through following link you can apply (insert LINK).



## **Description**

For our HR department in Zwolle we are looking for a:

HR Shared Service Center Assistant

The HR Shared Service Center is the first port of contact for all Abbott staff in the Nordics and in the Netherlands with regard to HR matters.

Another important task of this team is to support the Business HR staff, amongst others in the areas of staff files, recruitment, correspondence and the composition of employment contracts.

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## **Qualifications**

Education, experience and skills:

You have completed higher vocational education (HBO) and have relevant administrative education. Experience within human resources is an advantage. You have an excellent command of the English language and the Finnish or Swedish language.

Competencies:

- Enthusiastic attitude
- Communicative skills
- A good grounding in administration and keen appreciation of administrative processes
- Team player
- Resilience
- Integrity, accuracy and flexibility
- Excellent service orientation and empathy
- Business sense