



Vacancy in FWF's Support Team

Fair Wear Foundation (FWF) is an Amsterdam-based, international non-profit organisation working to improve labour conditions in garment factories worldwide.

FWF is looking for a:

Personnel and Salary Administrator (32 – 36 hrs/week)

The Personnel and Salary Administrator will be a member of the Support Team which renders finance, personnel administration, HRM, office management and IT services. The primary responsibilities of the staff member will be in the areas of personnel and salary administration. Further, the administrator will take on some bookkeeping and office management tasks and will be in contact with the other FWF teams to support them with, for example, recruitment and introduction of new staff members and case management.

The Personnel and Salary Administrator will be responsible for:

- Salary, personnel and sickness administration
- Contribute to the implementation of the financial administration
- Supporting teams on HR-related topics, such as recruitment, casemanagement and the application of staff regulations
- Pension and insurance administration
- Office management backup
- Ensuring that the ARBO health and safety regulations are adhered to

We are looking for a new colleague with the following qualifications and skills:

- Professional education in personnel and financial administration
- Good communication skills (Dutch, English). Fluency in German is a plus
- At least 3 years relevant professional experience in personnel administration
- Profound knowledge of AFAS
- Strong, flexible, team player with the ability to manage challenging tasks independently.
- Enthusiastic, respectful, culturally sensitive with sound work ethics
- Knowledge of and affinity with AVG/GRDP

We offer

- A challenging job with a wide variety of responsibilities in an international, dynamic, self-organising environment



Fair Wear Foundation – Personnel and Salary Administrator Vacancy 2018

- A one-year contract for 32 or 36 hours per week (possibility to extend, contingent on funding)
- Wage classification within the Dutch Civil Servants Pay Decree (BBRA), scale 10 (€ 2 554,64 – € 4 106,12)
- A workplace at the World Fashion Centre in Amsterdam

Please visit www.fairwear.org for more information about our organisation. For more information about the position, you can call Maureen Brouwer or Femke Weiss (+31-20-4084255).

We offer a salary in accordance with the Dutch government remuneration system (BBRA) scale 10, depending on relevant experience.

If you are interested, please send your cv with cover letter to vacancy@fairwear.org no later than **18 May 2018**.

We will interview candidates in the week of 28 May. Second round of interviews will take place in the week of 4 June.

Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.