

International and innovative recycling company is looking for a **French speaking HR and Compliance Manager** to play a key strategic role for both their Legal and People Operations teams in Europe from their West London. The successful candidate will partner with external counsel and take the full ownership of the recruitment and employment practices for France, including GDPR compliance, as well as managing French payroll with the support of an external payroll consultancy.

Our client will offer sponsorship to the right candidate, if needed.

ROLE of the HR and COMPLIANCE MANAGER:

- Researching, interpreting European Labour markets for payroll, insurance and Finance.
- Maintaining in-depth knowledge of legal requirements related to day-to-day management of employees and supporting legal and/or managing requests related to French and UK employment laws
- Supporting legal research and compliance with data protection regulations in Europe and their implementation within the company and collaborate with the Office Manager and other relevant stakeholders to guarantee GDPR compliance
- Providing adequate training and audit services to ensure eligibility compliance for regional needs.
- Partnering with legal and external counsel where relevant on key HR and compliance topics.
- Acting as a central HR contact person for France advising on HR policies and procedures,
- Successfully integrating global HR vision and processes into local regions,
- Closely collaborating with stakeholders around the employee lifecycle including relocation for France as required by the business and support the UK region as required.
- Overseeing HR and payroll procedures including references and employment verification requests etc.).
- Overseeing full cycle recruitment process to support the growth for France based roles: obtaining the correct approvals, updated job profiles, monitoring activity, working in close liaison with wider HR team and local external recruitment sources when required.
- Ensuring all on-boarding and off-boarding activities are delivered and improvement action items followed up.
- Managing regional employee benefits
- Ensuring data integrity is maintained for all HRIS technologies
- Preparing and analysing qualitative and quantitative feedback surveys, presenting results and propose action plans.
- Supporting and Managing Employee engagement activities as required by the business.
- Other ad-hoc duties.

PROFILE:

- Ideally 5 years of proven experience with complex HR in a fast-paced environment as a HR Manager or HR Partner
- A degree in a Human Resources or Law is desired
- **Fluency in French and knowledge of French labour law/work policies is essential for this role**
- Excellent written and verbal communication skills
- Proactive HR professional with a true hands-on approach
- Passionate about employee engagement as well as the ability to successfully monitor the pulse of talents

- A strong level of influence and negotiation skills with good judgement and decision making skills
- Able to prioritise a high-volume workload and proactively reprioritise tasks effectively in a fast paced environment
- A solutions-oriented approach to problem-solving, with the ability to generate ideas and deliver solutions
- Proficient in Microsoft Office Suite, Google Apps etc.

SALARY AND BENEFITS:

- £43k/y
- 25 Paid Holiday Days
- 2 Volunteering Days
- Online Yoga and wellbeing activities
- Company Pension contribution
- Enhanced Parental Leave
- Quarterly team engagement
- Hybrid working - opportunity to work from home up to 2 days per week
- Work anywhere for 1 month
- Office exchange programme