

# HR Administrator (m/f)

Deurne 

16-20 hours 

**55%** Process HR administration around payroll, personnel files and keeping our HR systems up-to-date

**20%** Provide support to the recruitment and selection process including planning and coordinating job applications

**15%** Provide contract management, including managing and processing employment contracts

**10%** Preparing an HR newsletter once a quarter and collecting information from all customer centers for HR news



You will be responsible for a wide range of administrative HR tasks **1.**

You provide support for training and development initiatives for our employees **2.**

You have an eye for detail and contribute to a well-organized HR department **3.**

You are people-oriented and have integrity **4.**



## WE ARE LOOKING FOR

- A motivated and reliable colleague
- MBO working and thinking level
- Relevant work experience in an administrative (HR) position
- Good command of the Dutch and English language (spoken and written)
- You are people-oriented, honest, reliable and meticulous
- You have experience with Microsoft 365

## THIS MAKES US VERY HAPPY

- You have experience with NMBRS



## WE ARE OFFERING YOU:

- **Salary**  
€2.300 - €2.500, depending on your experience
- **38 off days**  
25 vacation days and 13 ADV days, (but also the option to have a large part paid out)
- **Training budget**  
·We like to see you develop, so you have an annual budget to spend on training and/or courses
- **Trust and space**  
Everyone is welcome to participate in our developments, which is why we offer room for your own input and ideas
- **Pension**  
We also like to arrange things well for later, which is why we have a pension scheme at PMT
- **Staff association**  
One that organizes mega fun outings (Theme drinks, weekend away, festivals)

## GROWTH OPPORTUNITIES

Growing within or outside your own position, that is up to you. We will help you to achieve your potential!



# GET TO KNOW THE TEAM: PMO/HR

2 employees, Deurne HQ

## Team PMO/HR is working on

- Recruiting new talent to join our team
- Managing all administrative tasks, including payroll processing, terms of employment and personnel files
- Support and advise management and employees regarding evaluation & development, absenteeism and policies
- Ensure compliance with laws and regulations and develop HR policies



*“At IP Parking, people make the technology. As a company, we are therefore very people-oriented. From HR, we ensure with a small team that we can contribute on all fronts to create a nice working environment where we try to get the best out of our employees.”*

**Susette, Manager HR/PMO**



*“For each other and with each other, we contribute not only to the development of our products, but also that of our employees. As HR officer, I enjoy being able to make my contributions to creating a positive and productive work environment. That makes that no day is the same, with new, wonderful challenges every time!”*

**Yvonne, HR Officer**



# APPLICATION PROCESS

If you are reading this or one of the other vacancies and it makes you happy, we would love to meet you

01



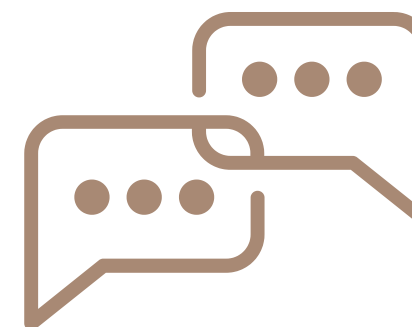
## CONTACT US

Leave your details:

- Email (HR@ipparking.com)
- Phone (+31 492-793913)
- WhatsApp (+31 6-41950487)

We will contact you within 1 working day.

02

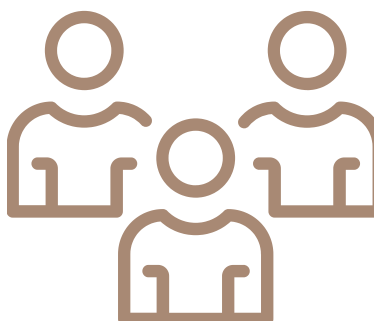


## ACQUAINTANCE

If your profile matches, we will invite you for an introductory meeting at our head office in Deurne.

You will have this interview with Susette (Manager HR/PMO) and Yvonne (HR officer).

03



## SECOND INTERVIEW

If the first interview was positive for both sides, we will invite you for a second interview with Susette. During this interview, we will take a closer look at the position and terms of employment.

04



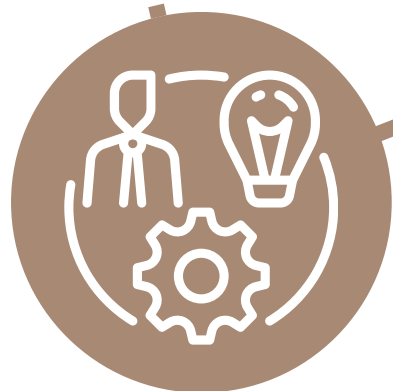
## OFFER

If we are both still enthusiastic after the 3th conversation? Then you will receive a suitable offer from us.



## Family business

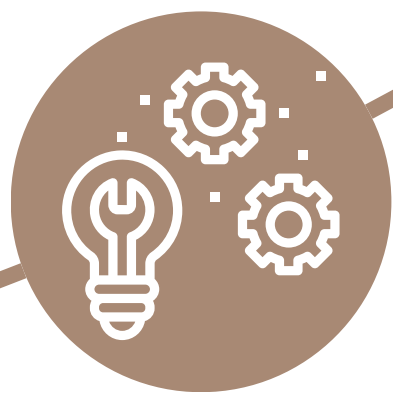
IP Parking is a young and dynamic company full of experience. In our family business, hard work is combined with the necessary dose of fun. We are more than just colleagues and our mutual contact is friendly and based on trust.



## Development

Development is important to us, not only in our products, but also for our employees.

We facilitate (internal) training programs, like to think along with you about possibilities and offer the space to grow.



## Technology

We develop our products ourselves, both the software and the hardware. Here we combine different and interesting techniques. Our mission is to offer our customers and their end users the best Xperience. This ensures that we are constantly looking for new opportunities, techniques and developments. We believe it is important that all employees are given the space to think along in the process and to contribute to the continuous innovations of our services and product range.

We don't have to be the biggest, but we do want to offer the best service to our customers.



## International

Despite the small and close-knit teams, we are part of a growing international organization. We believe it is important that we also work closely with our own customer centers in North America, Belgium and Poland and our dealers worldwide, even remotely.

A large company that therefore feels small and where people really make the effort to get to know each other better.



**IPPARKING**  
it's all about Xperience

# Company profile



## Active in

NL - USA - BE - POL  
IRL - DK - SWE- FIN - ENG -AUS



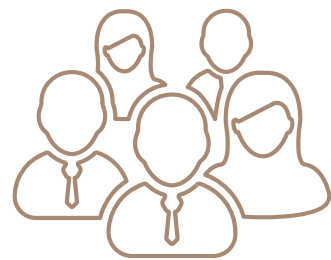
## Founded

2005



## HQ location

Deurne, NL



## Number of employees

135



## Average age

41 years



## M/F

80% - 20%



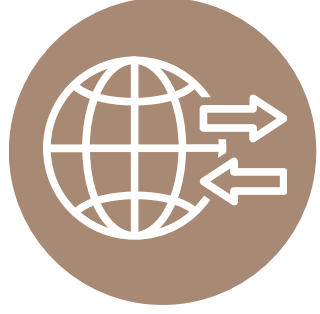
**2005**

Establishment of IP Parking by Eric and Jimmy Smulders



**2009**

Launch of Stadsparkeren B.V., mobile parking provider for consumers



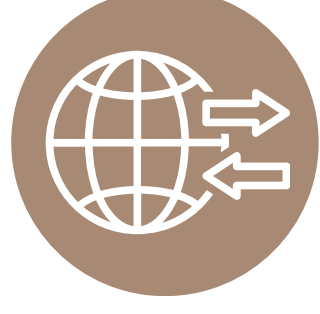
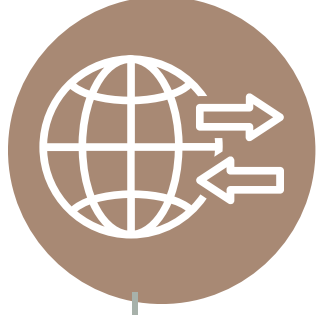
**2017**

IP Parking opens customer center in North America. Introducing completely ticketless parking system Export to Canada



**2019**

Export realization to Ireland and Luxembourg



**2022**

IP Parking takes over customer center Belgium and realizes 2,500th project



**2007**

ParkBase, 100% web-based Parking Management System (PMS) including license plate recognition (LPR) is introduced.

**2012-2016**

Export realization to Germany (2012) Belgium, UK and US (2013) France (2015) Australia (2016)

**2018**

IP Parking reaches milestone of 1000 projects

**2020**

Export realization to Sweden and Finland

**2023**

IP Parking opens customer center in Polen