


HR Administrator (m/f)

Deurne 

20- 32 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**
€2.400 - €2.600, 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: HRM

2 employees, Deurne HQ

Team HRM 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, HR Business Partner

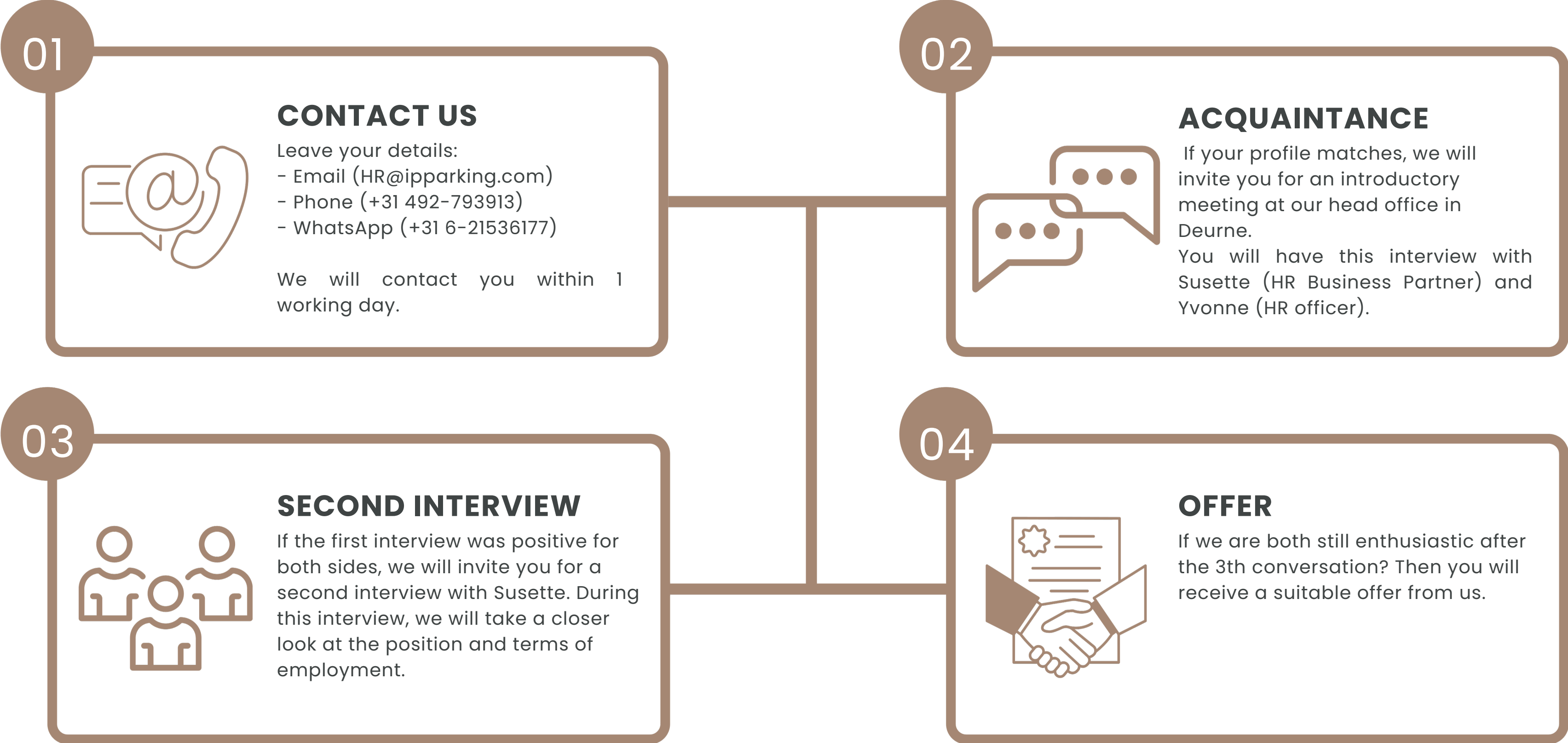


“For each other and with each other, we contribute not only to the development of our products, but also that of our employees. As HR officer, I enjoy being able to make my contributions to creating a positive and productive work environment. That makes that no day is the same, with new, wonderful challenges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





Family business

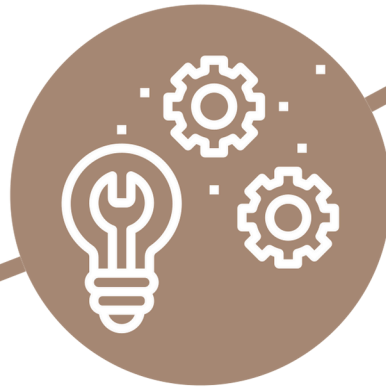
IP Parking is a young and dynamic company full of experience. In our family business, hard work is combined with the necessary dose of fun. We are more than just colleagues and our mutual contact is friendly and based on trust.



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
144

● ● ●



Average age
41 years

● ● ●



M/F
80% - 20%

● ● ●

2005

Founding of IP Parking by Eric and Jimmy Smulders

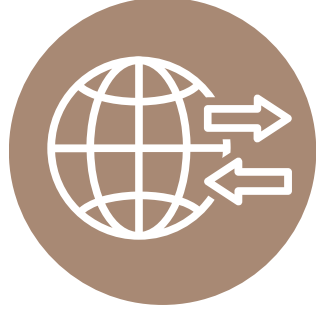


2007

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

2009

Launching Stadsparkeren B.V., mobile parking provider for consumers



2012-2016

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

2017

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

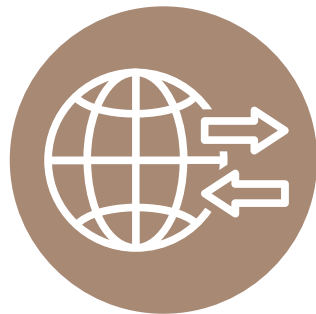
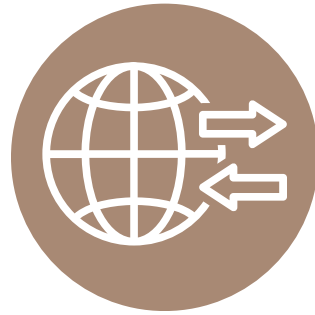


2018

IP Parking reaches milestone of 1,000 projects

2019

Export realization to Ireland and Luxembourg



2020

Export realization to Sweden and Finland

2022

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



2023

IP Parking opent klantencentrum in Polen