

## Vacancy HR Officer

### About the Business

We are the leading provider of smart logistics, enabling the flow of global trade. Our range of services covers every link of the integrated supply chain – from maritime and inland terminals to marine services and industrial parks as well as technology-driven customer solutions.

We deliver services through multiple digital platforms and an interconnected global network of 128 business units in 60 countries across six continents, with a significant presence both in high-growth and mature markets.

To support the People department there is a placement opportunity for an **HR Officer**.

### Key Responsibilities

- Providing support to the team regarding general human resource activities such as administration.
- Support the implementation of people agenda initiatives and efforts for a business area
- Provide day-to-day advice on human capital matters.
- Be available to provide front-line support to managers for People project & controls initiatives.
- Partner with HR coworkers of all levels to drive efficiencies and leverage best practices.

The HR Officer will report to the People Manager.

### Main Activities

- Pro-actively participates in developing and embedding HR priorities, policies, and processes.
- Ensures that HR activities are planned, implemented, and evaluated around the needs of the businesses.
- Contributes to the realization of the HR Priorities and business plan objectives, through the provision of specialist HR support.
- Independently prepares and coordinates Growth experiences achieving competency development.
- Joins efforts with internal & external stakeholders cultivating continuous improvement.
- Assists team leaders with daily HR matters to manage the employee life cycle.
- Guides interns, contributing to the internship preparation, processing, and closing.
- Actively participates with improvement projects.

### Education, Experience and Skills

- Qualification in Human Resource Management, Business Management or equivalent at minimum bachelor's level.
- Sufficient knowledge and experience with the Surinamese Labor Law.
- Large scale organizational experience.
- Minimum 3-5 years' experience in coordinating a full range of HR-areas.
- Excellent communication skills, English, and Dutch, spoken and written.
- Excellent organizational and contact skills.
- Advanced developed interpersonal skill – influence, negotiation, and communication.
- Proficient in MS Office programs and internet use.
- Able to deliver and facilitate growth initiatives.

If you are in search of growth opportunities and a dynamic work environment, we invite you to share your professional story and apply before **May 15th, 2022**. Application is possible via our DP World LinkedIn site and our email address [PeopleDepartmentPAR@dpworld.com](mailto:PeopleDepartmentPAR@dpworld.com)