

## **1. CHARGE(E) DE RECRUTEMENT**

Rattaché(e) à la Direction des Ressources Humaines, le **Chargé (e) de recrutement** est l'interlocuteur/trice privilégié(e) de la Direction des Ressources Humaines et des managers opérationnels concernant les activités de recrutement,

### **Responsabilités :**

- Prise en charge d'une partie du process de recrutement, de la définition du besoin (élaboration des fiches de postes et des profils candidats), rédaction et publication des annonces, à la sélection des candidats, le pilotage des entretiens et les évaluations par des tests d'aptitudes
- Coordination et suivi des plans d'actions auprès des intervenants internes et externes dans le processus de recrutement
- Participation à des actions transverses telles l'animation des relations avec les écoles, associations, salons de recrutement, parties intéressées...
- Elaboration et suivi des premiers contrats du travail
- Mise en place et suivi des intégrations en poste
- Elaboration et suivi du TBR de son activité
- Assurer les différents reporting à la direction RH

### **Profil :**

- Formation supérieure en Ressources Humaines. Expérience de 5 ans minimum sur des missions liées au recrutement, idéalement dans un milieu industriel
- Maîtrise des outils de Sourcing, de l'approche Digitale et des différents supports de recrutement
- Français et Anglais courants requis
- Communication interpersonnelle, persévérance, capacité d'adaptation, sens de l'organisation, capacité de synthèse et de rédaction sont des atouts de réussite.

## **2. CHARGE(E) ADMINISTRATION DU PERSONNEL ET PAIE**

Rattaché(e) à la Direction des Ressources Humaines, le **Chargé (e) Administration du Personnel et Paie** a pour mission d'assurer l'ensemble de la partie administrative de la fonction RH et la gestion de la paie.

### **Responsabilités :**

- Assurer la gestion des entrées et sorties des salariés (affiliations, suivi des périodes d'essai, gestion des contrats de travail et des avenants, suivi des préavis, etc.)
- Gérer la constitution et la mise à jour des dossiers du personnel
- Gérer les éléments préparatoires de la paie, garantir la fiabilité de la paie et des analyses sociales conformément à la législation en vigueur
- Assurer les différents reporting liés à son activité
- Gérer les contrats assurance et prévoyance
- Etablir les différentes déclarations sociales en vigueur
- Assurer la veille juridique et sociale
- Conseiller et accompagner les managers opérationnels sur toutes les questions relatives à son activité

### **Profil :**

- Formation supérieure en Ressources Humaines. Expérience de 5 ans minimum dans un poste similaire, idéalement dans un milieu industriel.
- Maîtrise SAP/SAGE et Excel
- Maîtrise du droit social
- Français et Anglais courant requis.
- Aisance relationnelle, qualité d'écoute, capacité à travailler en équipe, confidentialité, rigueur, goût pour les chiffres et sens de l'analyse, sont des atouts de réussite.

### **3. LOGISTICS & SOURCING OFFICER**

The Logistics & sourcing officer responsibilities include developing logistic strategies, maintaining positive relationships with suppliers, coordinating with internal teams regarding their supply needs, and overseeing the purchasing team in their daily activities.

#### **Key Responsibilities:**

- Purchase goods using MRP system as required in an accurate and timely manner.
- Maintain accurate dates on all orders
- Liaise with suppliers to build relationships, ensure the best pricing and source alternative suppliers as required.
- Maintain information in Item Master; ensure it is up to date and accurate.
- Work with Procurement Manager to ensure the most economical methods of transport are used for importation.
- Liaise with the Accounts, R&D and Production teams to ensure efficiency and effectiveness.
- Other related tasks as required.
- Adapts Company Unified Design Standards, Guidelines, and Business Unit request to the specific Scope of Work.
- Manages project through the development of the Scope of Work to align with Company business objectives.
- Reports on progress and using lessons learned and best practices from prior projects to re-inject learning's into new projects and provide feedback.

#### **Qualification and experience:**

- Degree in bachelors or a related field.
- Experience as a Logistics & Supply Chain or in a similar position.
- Deep knowledge of sourcing and supply chain management.
- Supervisory and management experience.
- Proficiency in Microsoft Office and purchasing software.
- Excellent communication skills, both written and verbal.
- Strong critical thinking and negotiation skills.
- Strong planning and organizational skills.
- Must be able to exercise good judgment in order to set priorities.
- Must be customer service oriented, sensitive to the needs of the departments and others.
- Requires intermediate to advanced verbal and written communications skills in English, in addition to effective interpersonal skills & knowledge of French language will be an added advantage.

## **4. MERCHANDISING OPEN POSITIONS**

### **1. Assistant Merchandising Manager:**

- 8-10 years of Experience in Knit Apparel Manufacturing Garments factory
- Must have handled clients from US/EU/UK
- Product development, Costing sheet preparation
- Must be able to manage a team of 3-4 people for bulk order follow up right from T&A To shipments.
- Well versed with fabric technicalities
- Should have good communication skills in English in both oral / written, Knowledge of French Oral / Written is a plus
- Self-starter, Persistent, Persuasive
- Adept knowledge of entire supply chain right costing till bulk shipments.
- Negotiation skills with customer and inhouse factory.
- Strong computer skills in emails, excel, windows, Power Point.

### **2. Senior Merchandiser:**

- 3-4 years of Experience in Knit Apparel Manufacturing Garments factory
- Strong in Factory merchandising
- Knowledge of costings and Knit products
- Adept in managing day to day communication with buyers/factory.
- Should have good communication skills in English in both oral / written
- Self starter , Persistent , Persuasive
- Strong computer skills in emails, excel, windows, Power Point.
- Should have good communication skills in English in both oral / written, Knowledge of French Oral / Written is a plus.

### **3. Assistant Merchandising Manager:**

- 8-10 years of Experience in Home textile, Woven shirts/Bottoms Apparel Manufacturing Garments factory.
- Must have handled clients from US/EU/UK
- Product development, Costing sheet preparation
- Must be able to manage a team of 3-4 people for bulk order follow up right from T&A To shipments.
- Well versed with fabric technicalities
- Should have good communication skills in English in both oral / written, Knowledge of French Oral / Written is a plus
- Self-starter , Persistent , Persuasive
- Adept knowledge of entire supply chain right costing till bulk shipments.
- Negotiation skills with customer and inhouse factory.
- Strong computer skills in emails, excel, windows, Power Point.

#### **4. Senior Merchandiser:**

- 3-4 years of Experience in Home textile, Woven shirts/bottoms Manufacturing Garments factory.
- Strong in Factory merchandising
- Knowledge of costings and Knit products
- Adept in managing day to day communication with buyers/factory.
- Should have good communication skills in English in both oral / written
- Self starter , Persistent , Persuasive
- Strong computer skills in emails, excel, windows, Power Point.
- Should have good communication skills in English in both oral / written, Knowledge of French Oral / Written is a plus.