



HEAD OF HUMAN RESOURCES. BIGGIN HILL, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)

About the company

JETMS is a leading global provider of integrated aircraft solutions, specializing in completions for business and commercial jet operators. Our offerings range from soft furnishings to metal plating, catering to the diverse needs of the aviation industry. We are proud of our expertise in crafting bespoke items like galleys, lavatory units, and cabin dividers with precision and innovation. Utilizing advanced 2D and 3D modeling techniques, alongside meticulous electrical and mechanical drawings, **JETMS** maintains the highest industry standards. Company commitment to safety is evident through rigorous testing, ensuring reliability and excellence in every project.

We're looking into stable company development, competitiveness, profitability, and expansion into the global market. Continual growth ensures the highest possible end products and services are delivered to clients.

To be successful in this vision, we are inviting a **Head of HR** to join our team in Biggin hill, London area.

Your responsibilities will cover:

- Support the business in a timely manner with recruitment needs (360 process), job description and advert creation, obtaining recruitment approval, sourcing appropriate candidates, right to work checks, through to offer, onboarding and probationary review coordination
- Develop, manage and implement HR procedures, processes and initiatives aligned within the Group;
- Monitor overall human resource budget, systems, KPI;
- Report to management and provide decision support through HR metrics;
- Managing benefits program, teams wellness and performance reviews;
- Collation of payroll data to ensure an accurate monthly payroll on time in full (payroll is run by our Finance team)
- Improve and maintain human resource processes (Lean);
- Ensure compliance with the law and company's policies;
- Prepare and implement human resource procedures, as well as control their implementation within the Group;
- Preparation of all HR related administration and coordination for employees, E.G. recruitment, probationary review, contractual changes, maternity/paternity (& other leave types), ad hoc letters, termination paperwork, notices and announcements
- Contribute to the formation of the company's internal culture, strengthening employee engagement; Demonstrate strong leadership, build a high-performing human resource team, and motivate them to achieve higher goals;
- Build a strong culture and values based on ambition, collaboration, and trust.
- Participate in Global HR projects based on experience and strength.

What do we expect from you:

- At least 5 years work experience in the field of human resource management (experience in a matrix organizational structure would be an advantage);
- Understanding of local labor law requirements, EU labor law knowledge is an advantage;
- Knowledge of HR systems and databases;
- Business acumen and willingness to be hands-on,
- Ability to work in a dynamic, fast evolving environment;
- Experience of implementing Lean system in daily HR operations (an advantage);

Salary: from 5000 € (brutto)

JETMS is a global provider of integrated world-class aircraft solutions that meet numerous servicing and modification requirements including line and base MRO, bespoke interiors, exteriors, and VIP aircraft completions.