



FICHE DE **POSTE**



## **HR ASSISTANT WITH GENERAL ADMIN SKILLS (H/F)** **(Réf 501)**

### **Who We Are**

It's an amazing time to join Dalet as we continue to shape the future of media production, management and distribution. Mature and stable like a large corporation, yet agile and growing like a start-up, Dalet is the perfect place for talented, internationally minded and highly motivated individuals looking to join a very dynamic company where things get done!

A leading, independent software and services provider, Dalet empowers broadcast and media organizations all around the world. Our solutions allow media professionals to create, manage and distribute (social media, mobile, VOD and OTT ) content faster and more efficiently, fully maximizing the value of assets. When combined, Dalet products power end-to-end, unified multimedia operations for news, sports, program preparation, production, archive and radio.

Dalet solutions are used around the world by many thousands of individual users at hundreds of TVs, Radios and other content owners, producers and distributors, including public broadcasters such as the BBC, France TV and Russia Today, commercial networks and operators such as HBO, Canal+, CNN, FOX, Mediaset, and government & international organizations such as the UK Parliament, the UN, NASA and many others.

### **Top Reasons to Join Us**

- Revolutionize a big industry in a dynamic, fast-growing, yet mature, company
- Benefit from great career opportunities around the world
- Make the most of a truly collaborative environment with supportive leadership
- Collaborate with talented and passionate team members
- Enjoy fun office environments in great locations



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### Who You Are

If you're an enthusiastic, talented and resourceful HR Assistant with general admin skills and with at least 5 years of experience, we invite you to talk to us about this opportunity based in Levallois-Perret in the administrative department.

### What You'll Do

·Reporting to the HR Manager and the Chief Financial Officer, you will be instrumental in this key position for all HR aspects concerning our employees in France but also for our small subsidiaries abroad (Asia Pacific and Europe) managed from France. Regarding payroll, you will co-ordinate, manage and control payroll preparation, processing and distribution. On an admin point of view, you will participate in the smooth running of the office in France.

HR activities will account for about 80% of the working time.

### Responsibilities

#### HR & Payroll activities :

- coordinate HR matters in France and in some of our BUs abroad
- ensure payroll is processed (with our external payroll service) in an accurate, compliant and timely manner for French employees and in some of our BUs abroad
- oversee compliance with statutory reporting and filing requirements
- support the accurate processing of staff appointments, transfers, promotions and terminations
- oversee the maintenance of current employee data systems
- identify issues relating to payroll production
- partner with HR to maintain office policies as necessary

#### Admin tasks :

- Contact person for maintenance, mailing, shipping, small supplies, equipment, bills and errands
- Support the CFO in some of the legal activities
- Organize office operations and procedures
- Ensure filing systems are maintained and current

Up to 2 days of teleworking per week will be possible on this position.



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### JOB REQUIREMENTS

- Bachelor's degree and international experience required
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills, in French and in English, Spanish a plus
- Computer skills and knowledge of office software packages
- Certified Payroll Professional designation preferred
- knowledge and experience of payroll calculation and processing
- knowledge of applicable rules and laws

**MERCI DE FAIRE PARVENIR VOTRE CANDIDATURE A**

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