

Thierry Oswald

HR PROFESSIONAL

A highly motivated HR professional experienced in recruitment and staff administration, payroll, training management, and labour law.

CONTACT

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French
Married
Driving Licence

EDUCATION

2015 – **Master's degree in Human Resources**
Omnis, Strasbourg
2012 – **Bachelor's degree in Human Resources**
CNAM, Metz, evening courses

IT SKILLS

HR and payroll software: MPLEO, Voyager, NJOYN, APSAL, Sage, EBP paye

LANGUAGES

French: Native
English: Fluent

HOBBIES

Fitness
Gardening
Badminton

WORK EXPERIENCE

Recruiter

Nov. 2020 – Apr. 2021

Ecole et Lycée Vauban, Luxembourg, temporary placement then fixed term contract

- Managing recruitments, selecting and interviewing candidates
- Setting up the recruitment module of MPLEO
- Drafting and publishing job offers
- Drafting proposals and contracts

HR Business Partner

Dec. 2019 – June 2020

Northern Trust, fixed term position to cover a sickness leave

- Providing HR professional support for two entities and locations (around 360 employees)
- Preparing the INFPC report
- Managing the move to Leudelange on an HR perspective
- Help in managing the car fleet
- Payroll
- Support with the delegation

Operational HR Manager

Oct. 2018 – Apr. 2019

Rakuten Europe SA, Luxembourg, fixed term position to cover a maternity leave

- Operational HR Manager Luxembourg for Rakuten Europe (Regional Headquarter) and Rakuten Europe Bank, Rakuten Card and Rakuten Viber (65 employees and 27 nationalities)
- Management of 2 people (HR Analyst and Office Manager)
- Organisation of social elections
- Resource planning
- Recruitment and onboarding
- Payroll and compensation and benefits
- Performance management
- Training and development (drafting the Training Policy)
- Employee Relations
- Expatriates issues management and overseeing general affairs (including office)

HR Business Partner

Aug. 2018 – Oct. 2018

Northern Trust via Axis, Luxembourg, fixed term position to cover a sickness leave

- Providing HR professional support for two entities and locations (around 300 employees)
- Guidance on HR policies and programs
- Designing the onboarding process and the INFPC report
- Helping in managing the car fleet
- Internal communication
- Support with the delegation

HR Business Partner

Nov. 2015 – Nov. 2018

Careacting, Strasbourg, co-founder, member of the board of management

- Setting up HR policies and projects (prevention of psychosocial risks, ergonomics)
- Community management, internal and external communication
- Training management
- Drafting job description
- Recruitment and relationship with schools
- Setting up of the performance review and appraisals processes
- Drafting the internal rules

IT Recruiter

Feb. 2014 – Nov. 2015

CGI, Strasbourg, sandwich course placement

- Distributing our apprenticeship taxes and managing the relationship with schools
- Interface with the national employment agency and recruitment agencies
- Annual assessment of the offshore support
- Project management and organisation of corporate events
- Internal and external communication
- Supporting the actions of our “disability mission” department
- Reporting, allocating bonuses, training interns

Recruitment Assistant

Dec. 2013 – Feb. 2014

Spring, Mulhouse, sandwich course placement

- Conducting face to face and telephone interviews
- Organising corporate events
- Drafting and publishing job offers and CV search on different job-boards

Recruitment Associate

Jan. 2010 – Dec. 2012

FAST recruitment, Luxembourg, permanent position

- Managing recruitments over Europe (London, Paris, Dublin and Brussels)
- Supervising interns and new team members
- Sourcing, Conducting face to face and telephone interviews
- Drafting and publishing job offers on several job-boards
- Jobs openings registration with the Luxembourgish employment agency

OTHER WORK EXPERIENCE

HR Senior Specialist

Nov. 2017 – Jun. 2018

Metz-Habitat-Territoire, Metz, fixed term position

- Supporting the Head of HR in the management of 3 people
- Staff Administration and management of the temporary workers
- Organising the annual mandatory negotiations with the staff representative
- Registering the company's agreements with the relevant French authorities
- Recruitment: redesign of the process and software implementation
- Following up the performance review and appraisals processes
- Implementing a Time Saving Plan

Payroll Officer

Jun. 2017 – Nov. 2017

Securex, Luxembourg, permanent position

- Payroll calculation for several entities from 1 to 300 employees
- Tax and social contribution calculation and payment

HR Generalist for several firms and locations

Nov. 2016 – Apr. 2017

ATC, Metz, Fixed term position

- HR representative to the Staff Delegation
- Creating a new company and its six subsidiaries
- Registration with the authorities
- Management of the supplementary pension and the provident fund
- Staff administration, payroll and payment of social taxes

Payroll Officer

May 2016 – Aug. 2016

CPAM, Strasbourg, fixed term position

- Collecting employees' information and timesheets
- Paying periods range from daily to monthly
- Payroll calculation
- Keeping track of vacation time, personal leave and sick days