

HR Coordinator (80% employment)

For our client, a mining and chemical multinational, we are looking for a HR coordinator for their new Lithium department. **You will work from the Belgian office in Antwerp.**

Why is this job something for you?

- You will find yourself in a diverse and challenging new HR role within a healthy international company in full expansion.
- Within the company there are on the long term many career opportunities for people who show potential.
- In addition, you can count on an interesting salary package.(without a company car)

What are you going to do ?

payroll:

- Update calendars in Prottime
- Monthly salary payment
- Vacation pay
- 13th month
- Order mealvouchers, ecovouchers, giftvouchers
- Payment of bonus
- Payroll expats
- Quarterly salary reconciliation
- Update headcounts & reports

administration of the personnel :

- Onboarding of new personnel
- Exit of personnel
- Group insurance at Baloise
- Hospitalisation insurance at DKV
- Personal Travel & Accident insurance
- Work accident insurances
- Other specific insurances

recruitment in cooperation with third parties and HR/HQ

fleet management

Administration expats (single permit, accommodation etc..)

Training & development

- Follow up of all trainings and registration on Fedederal Account

You help to prepare:

- Internal audits
- Salary calculations and Hr Salary Database
- Social Inspection
- Yearly budget personnel

You Follow up:

- Belgian Labor Law
- Labor contracts and rules
- Procedures

Who are we looking for ?

- Master or bachelor degree in HRM or similar by experience
- At least 5 years experience in a similar position
- Technical knowledge : MS Office,
- SAP 4S/HANA, Expert Salary from Partena and Prottime is an asset.
- Languages : very good knowledge of Dutch and English

- Well-organized and accurate
- Good communication skills
- Pro-active and hands-on
- Able to work independantly

Apply ?

This can easily be done by email on info@clearskyselection.be

For more information about this opportunity, you can always contact Koen Van Hoyer, manager at Clear Sky Selection on 0499-593046

If you apply, you agree to the privacy policy of Clear Sky Selection:

<https://www.clearskyselection.be/privacy-regeling>.