

JOB DESCRIPTION

Job title:	HR Officer PRO DUO/SINELCO	Department:	HR
Level/Grade:	S1	Location:	Gent-Zeehaven
Reports to:	HR Manager	Travel required:	Ronse (Sinelco) : +/- every 2 weeks (or if necessary)
Working hours:	Full time		
Job purpose			
<p>The HR Officer is the first point of contact within the company for all HR-related inquiries : first line support for warehouses (blue collar) Pro-Duo (2) & Sinelco (1) + head office (white collar) Pro-Duo & Sinelco.</p> <p>Back-up in absence of colleague HR officer who is in charge of HR support for Pro-Duo stores in Belgium & the Netherlands.</p> <p>The HR Officer maintains employee records, advises on employment national regulations/law, collective agreements, personnel procedures.</p> <p>He/she provides high quality administrative support in various HR domains.</p> <p>The HR Officer is in charge of the administration and follow-up of the recruitment process for the designated region or country.</p>			
Role and Responsibilities			
<ul style="list-style-type: none"> - Administrate day-to-day HR-related administration/documentation such as <ul style="list-style-type: none"> o Contracts, addenda, warning letters, performance reviews, merit increases, ... o Coordination of benefits in kind (mobile/internet subscription, creation of badge, laptop, car, meal vouchers etc.) before onboarding of employees o Management of HR mailbox/answering HR calls o Long service awards o Induction/onboarding of new employees on starting day o Maintain the employee files and data entry in the HR management tool o Keep legal aspects up to date (work permits, internal rules, policies etc.) o Keep HR trackers and organisation chart up to date o In/out administration of employees starting/leaving - Follow up on work-related accidents - FPOC for insurances (health insurance, group insurance) in cooperation with broker - Follow up on KPI's - Follow and maintain HR policies and procedures - Deal with employee requests regarding HR issues, rules and regulations and refer to specialist if needed (payroll, finance, others) - Assist employees and managers with routine inquiries concerning, social legislation, personnel policies and HR procedures - Be and act as SPOC for our internal clients (warehouse, stores, support functions) and HR Manager on personnel administration questions, issues (day to day relations), training needs, ... 			

- Deal with the administration and follow-up of the recruitment process for the designated region or country
 - o Follow-up of the administrative recruitment process
 - o Manage job postings
 - o Screen CV and send to recruiter in charge (HR/Business)
 - o Manage the candidate database (follow-up of candidate tracking and reporting)
- Assist with the development of internal processes and procedures and provide input to ensure optimal HR service to the organisation
- You are FPOC for negotiations with employee representatives (labour parties)
- You support the HR Manager in his/her daily HR operations & projects (national & international)
- This list is not limited, be free to take additional initiatives ☺
- You report directly into the HR Manager Belgium (Pro-Duo & Sinelco)

Education and Technical/Professional qualifications

Essential

- Min. 5 years of HR experience, preferably as HR assistant/HR officer
- You have significant operational experience in HR administration
- Deep knowledge of Belgian social legislation

Desirable

- Experience with labour parties or at least be willing to and have a positive attitude & good negotiation skills

Core competencies; knowledge and experience

- You have an excellent knowledge of your country (countries) social regulations
- You are familiar with your country labour law and social security rules
- You understand HR, Payroll and Finance and their interdependency
- You are a team player who can also work independently, take initiative, has a good sense of ownership and an efficient, result-oriented & hands-on approach
- You demonstrate strong abilities to analyse and report on areas of responsibilities
- You have a proven experience with MS Office
- You have strong planning, organizational and analytical skills
- You demonstrate a high level of accuracy and deliver qualitative work
- You have the ability to follow and explain Company Rules & Procedures
- You have excellent communication skills & understand the importance of good/well formulated communication
- You work autonomously and demonstrate an honest, positive and discreet attitude
- You are a nice, flexible & reliable colleague to your team and to the whole organisation; you focus on growing our role as trusted HR partner within our business
- You take FB as a positive thing to grow and you execute things you are being asked
- You are fluent in Dutch, French and English (both written and oral)