

## HR Business Partner (f/m/x) - Belgium

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Company: Nippon Express Europe GmbH

Location: Machelen

Category: computer-and-mathematical

**The Nippon Express Group is one of the leading global logistics service providers whose Japanese corporation is headquartered in Tokyo. Our services range from air and ocean freight forwarding to cargo, removal services and warehouse operations. The company has numerous freight centers, warehouses and provides logistics services in over 45 countries on six continents with a global network of over 70,000 employees. The logistics focus is mainly on automotive and fashion industries, pharmaceutical products and further consumer goods. Within the past 40 years Nippon Express has been on a continuous growth path in Belgium. With an existing presence in 4 locations and a team of more than 250 employees, we are actively seeking new talented individuals to join our mission. Our Belgium Headquarter is located in Machelen, Belgium.**

**PURPOSE** The HR Business Partner (all genders) plays a pivotal role within the Human Resources department, supporting various HR functions and ensuring smooth operations within the organization. This position involves a broad range of responsibilities, including recruitment, employee relations, performance management, training and development, compliance, and HR administration. The HR Officer serves as a point of contact for employees regarding HR-related matters and collaborates closely with the HR team and other departments to promote a positive work environment and enhance organizational effectiveness.

**SELECTION, RECRUITMENT AND ONBOARDING**

Assist in the selection and recruitment process by posting job openings, screening resumes, scheduling interviews, and conducting initial candidate assessments.

Coordinate with hiring managers to facilitate the interview process and ensure timely communication with candidates.

Coordinate the onboarding process for new hires, including conducting orientation sessions, processing new hire paperwork, and facilitating the integration of new employees into the organization.

## **EMPLOYEE RELATIONS**

Serve as a point of contact for employee inquiries and concerns, providing guidance and support on HR related matters.

Provide guidance and support to employees on HR policies, procedures, and employment-related matters.

Conduct exit interviews and analyze feedback to identify trends and areas for improvement

## **PERFORMANCE MANAGEMENT**

Assist in the development, implementation and administration of the overall performance appraisal processes, including goal setting, performance reviews, and performance improvement plans.

## **TRAINING AND DEVELOPMENT**

Coordinate training and development initiatives, including identifying training needs, scheduling training sessions, and evaluating training effectiveness.

Assist in the development of policies and procedures of employee development programs to enhance skills and competencies across the organization.

Liaise with external training providers and organize internal workshops or seminars as needed.

## **COMPLIANCE**

Ensure compliance with relevant employment laws, regulations, and company policies.

Assist in the preparation of HR-related reports and documentation for audits and regulatory compliance purposes.

## **HR ADMINISTRATION**

Maintain accurate and up-to-date employee records, including personnel files, HR databases, and organizational charts.

Process HR-related paperwork, such as employment contracts, leave requests, and benefits enrolment forms.

Handle day-to-day HR inquiries and administrative tasks, including responding to emails, managing calendars, and scheduling meetings.

Support the PC&B Manager and payroll consultants to ensure an accurate and timely payroll process.

## **Requirements**

### **What we are looking for:**

Achieved a Bachelor's degree in Human Resources, Business Administration, or a related field or gained equivalent experience.

Preferred: Previous experience in HR or related administrative roles.

Demonstrated a thorough understanding of HR principles, practices, and procedures, including knowledge of Belgian social legislation.

Outstanding communication and interpersonal skills, possesses an extraordinary aptitude for building effective partnerships by connecting with others and demonstrating empathy.

Proven ability to maintain confidentiality, handle sensitive information with discretion, and inspire trust.

Well-organized and detail-oriented, equipped with the necessary tools and skills to effectively handle multiple tasks.

Capable of working independently and collaboratively as part of a high-performing team.

Demonstrated proactive attitude, flexibility, and adaptability to changing priorities, organizational needs, and evolving HR practices.

Curious personality, enthusiastic about acquiring new skills and competencies.

Remains cool, calm, and collected even when faced with high-pressure situations.

Proficient in Microsoft Office Suite and any HRIS (Human Resources Information Systems).

Fluent in Dutch and French, with English or Japanese proficiency as an asset.

## **Benefits**

### **What we offer:**

You will be part of a dynamic and highly motivated team

Full-time contract, undetermined time

Attractive salary package, including 13th month

Meal vouchers and ecocheques

Hospitalization insurance + group insurance

Transport reimbursement according to CLA PC 226

20 vacation days + 6 ADV days + 1 NXB day after 3 years + 1 CLA day after 1 year

Free coffee, thee, water, soup

Benefits Plan (*"MyChoice"*)

Good Work-Life-Balance, possibility to Work From Home in combination with on-site work

Extracurricular activities (teambuilding, lunches, etc.)

Training opportunities, internal and external

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