

HR Local Representative (Benelux & France)

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Company: GoGlobal

Location: Belgium

Category: other-general

We are looking for an experienced HR Local Representative for Benelux region.

Roles & Responsibilities:

1. Understanding HR policies and procedures and Employee Life Cycle activities and ensuring compliance and best practices withing the designated region.
2. Managing local onboardings and offboarding and ensure compliance with local requirements and alignment with global processes.
3. Preparation of employment contracts and other documents related to employee onboarding and post-onboarding requirements by the employee i.e. Salary Letters, Work Certificates, Post-employment Documents, etc.
4. Administering and coordinating onboarding and integration of the new employees, setting up local benefit plan enrollments, assisting in payroll enrollment-related queries, handling employee time-off and time-tracking actions and other HR and employment-related activities.
5. Where required, assisting with documents submission/collection to and from the relevant government offices
6. Where required, participating in immigration process and visa application procedures for employees and their dependents. Including preparation of documents related to the residence visa applications.
7. Being the trusted advisor and first point of contact for all HR-related queries, act as first line of support for all inquiries from client employees and managers regarding programs, policies, and procedures.

8. Maintaining personnel and HR documents and records in accordance with GDPR and personal data protection principles, manage sensitive employee information confidentiality and updating internal databases.
9. Keeping abreast of human resources and current employment law changes affecting the company.
10. Collaborating and working efficiently within local HR team. Stay updated with the latest HR trends, practices, and legal requirements.
11. Collaborating with various Company's' stakeholders, including employees, managers, and external partners, clients.
12. Provide excellent Client Service-oriented support for our clients, partners and employees and make sure their issues and concerns are solved quickly and efficiently.
13. Building and maintaining positive employee relations
14. Assisting with collecting data and reporting for internal audits
15. Other Ad Hoc Projects being requested

Requirements

1. A strong understanding of HR principles, practices, and local employment laws withing the required region and willingness to learn other legislations.
2. Work experience as an HR Local Representative or similar role withing the required region / Europe
3. Effective Team collaboration principles in remote work environment.
4. Excellent verbal and written communication skills
5. Awareness and appreciation for cultural differences
6. Strong interpersonal skills to build rapport with employees at all levels of the organization
7. Empathy and active listening skills to understand employees' concerns and needs
8. Attention to detail when managing employee records, documentation, and HR processes
9. Skilled at analyzing problems, identifying solutions, and making sound decisions
10. Ability to work in dynamic environments with changing priorities
11. Flexibility in managing multiple tasks and priorities
12. Effective time management skills
13. Knowledge of HR systems and technology tools (optional)
14. Knowledge of local language (Dutch, French)

About us

GoGlobal is the world's fastest growing, privately owned Global Employer of Record (EOR) service provider with a globally distributed and remote workforce. GoGlobal's technology-enabled EOR solution allows businesses of all sizes and geographies to hire staff globally without the need to set up a local entity, opening new doors to rapid expansion and growth. GoGlobal clients can hire top talent anywhere in the world – quickly, cost effectively and compliantly.

Why now

The pandemic has shown that people can be just as productive without a commute and that talent is global, not within close proximity to an office. We believe that this societal shift will continue indefinitely, and companies and potential candidates will need organizations like us to help them “GoGlobal.”

Why GoGlobal and how we're different

We're private: We totally respect that many companies raise a lot of capital and we applaud these successes. At GoGlobal, we simply like people actually in the business to control the business.

We're not a rocket ship: We're pretty happy on earth. Growth isn't everything.

We're not a tech company: We fundamentally believe that this industry cannot be replaced by tech in the foreseeable future and it's the people that make the difference.

We're profitable: We're pretty prudent in how we spend money because we're managing our business without outside investors. That said, we're profitable and continue to grow sustainably. We sleep better at night knowing that we don't have to raise money. Maybe it's a little old school, but we believe businesses should be profitable to survive long term.

We're diverse. No, really, we are. Compare the [diversity](#) on our website to others you know. We think you'll agree!

We're transparent: Every month we openly share our strategy and financials so you feel ownership of your role in the company's success.

We're structured as a partnership versus a corporation: We're the only EOR in the

world that's structured this way, allowing us to attract some of the best talent since everyone has the opportunity to be a partner in the firm.

We are the scrappy underdog: We think it's more fun to be a pirate than to be in the navy.

Protecting Yourself Against Recruiting Scams

Please be aware that there are people impersonating GoGlobal employees and creating fake job listings to steal personal information and/or money from candidates. We want to make sure that all interested applicants stay safe when applying for jobs at GoGlobal.

Follow these tips to safeguard your personal information:

Verify Job Listings:

All legitimate GoGlobal job openings on external platforms (e.g., LinkedIn, Indeed) are also listed on our official website: GoGlobal Careers. If you spot a GoGlobal position solely on a job board, without a corresponding listing on our site, it's likely a scam.

Check Email Domains:

GoGlobal employees only use email addresses ending with @goglobalgeo.com. If you receive communication from someone claiming to be from GoGlobal, ensure their email domain matches our standard.

Validate Job Offers:

Legitimate job offers at GoGlobal entail a rigorous interview process involving multiple rounds. Be wary of any offer received without undergoing this standard procedure.

Protect Personal Information:

GoGlobal never solicits passport details, financial information (such as credit cards or bank accounts), or money from job candidates. If asked for such information prior to a thorough interview process, it's likely a scam.

Verification Assistance:

If you've received a job offer from GoGlobal but are unsure of its legitimacy, contact us at hr@goglobalgeo.com before divulging any personal information for onboarding purposes.

We're here to assist you in verifying the authenticity of the offer.

Stay vigilant and prioritize your security throughout the job application process. If you encounter any suspicious activity, don't hesitate to reach out to us for clarification. Your safety is paramount to us at GoGlobal.

*****Kindly review the provided privacy notice to gain a comprehensive understanding of our policies and practices governing the treatment of your Personal Data.***

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