

## HR Officer French Speaker - VIE contract [M/F/X]

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Company: Mantu

Location: Belgium

Category: other-general

### Job description

The aim of the Human Resources Department is to ensure Mantu growth by giving to employees the right support and career development throughout their work experience. HR Governance offers mobility and training solution, manages payslips and administrative procedures, ensures compliance with legal and social HR regulations etc.

If you are a young person, who wants to learn and grow in a big company by gaining your place through work and dedication if you look for young personnel and a lot of opportunities and you are patient and eager to grow and learn step by step we think it's worth applying to this job.

We are looking for a fresh mind to bring positive vibes into our team and if you identify yourself with this we'd love to meet you.

### Your role:

#### HR Officer (V.I.E. Contract) :

Ensuring preparation of employment contract, appendix and any HR legal documents in accordance with Labor & Social Law

In charge of the **on boarding, lifecycle, and off boarding** process of the employee in accordance with the Internal Policies and HR Processes guidelines

Administering the internal communication on HR topics in collaboration with Senior HRO/Regional HRO

Coordination & logistics of the HR trainings

Contributing to the organization of events and HR projects with the HRO/SHRO

### **Personal administration of the population**

Maintaining employee's database by verifying information and documents are available and up to up to date (entries, exists, HR documents, ID )

Managing administrative part of HR process (declaration, social security, amendments, allowance, the organization in the host country for foreign employees)

Maintain relationship with Payroll Providers: submit all relevant HR documents for processing and reporting to Authorities and further check accuracy (on/offboarding)

Assisting in Immigration processes when needed

Answering to the employees' questions related to balance of holidays, benefits, health insurance matters, etc

Assisting HR operational team on some ad-hoc projects when needed

### **Profile description:**

You have a Master Degree with a major in HR or equivalence or ongoing studies in such field or a related one

You are fluent in English and French, you are eager to work in an international team

You have a previous experience in HR

Good organizational skills

Excellent verbal and written communication

You are ready to work in a dynamic and challenging environment.

You are curious and enthusiast and excellent interpersonal skills and service-oriented

Mastery of generative AI such as ChatGPT or Poe.com is a plus for improving day-to-day productivity

*Mantu is proud to be an equal opportunity workplace. We are committed to promoting diversity within the workforce and creating an inclusive working environment. For this purpose, we welcome applications from all qualified candidates regardless of gender, sexual orientation, race, ethnicity, beliefs, age, marital status, disability or other characteristics.”*

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