

HR Officer - VIE [F/M/X]

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Company: Mantu

Location: Brussels

Category: other-general

Job description

The **Human Resources Officer** manages the day-to-day operations such as the administration of the human resources policies, procedures, and programs. As an HRO, you will be an advisor for managers and a guardian temple of our compliance.

You will be responsible for all or part of these areas:

Conducting legal watch on the local scope and support to implement the work rules in the entity;

Organize the onboarding of employees (personal documents, contracts, etc), localize onboarding and offboarding procedure and material of group;

Manage payroll tasks efficiently and accurately

Provide support to employees in various HR-related topics such as leaves, compensation, etc. to answer employee daily inquiries;

Communicate HR events to the employee with locally adapted channels, strategies, and language;

Assist in the development and implementation of human resource policies;

Employee catchup/satisfaction case investigation to create an efficient and conflict-free workplace;

Undertake tasks in performance management;

Gather and analyze data with useful HR metrics.

REQUIREMENT

MSc degree in Psychology, Legal, Human Resources, or any relevant field;

1-3 years of experience as an HR Generalist;

Good communication, interpersonal skills, attention to detail, and well-organized;

You speak fluent in French and English;

Proficient in MS Office applications, especially Excel and PowerPoint;

You are Client-oriented

You have Professional ethics and confidentiality

You have the sense of Rigor, Organization, reliability

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

***Mantu Group** 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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