

## TOYOTA MOTOR EUROPE - Administrative Support HR

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Company: startpeople

Location: Belgium

Category: computer-and-mathematical

### Functieomschrijving

#### Team/division description:

In the Business Innovation (BI) division, part of Toyota Motor Europe's People & Innovation Function (P&I), we care for our employee's experience, and we strive for continuous innovation on process improvement, technology advancement and seamless operations. We work together as a team, adopting an agile approach to bring the right solutions to support faster and effective decision making.

The 'Workforce Transformation' team is a strategic department, part of the Business Innovation division.

Our team's mission is to build an agile organization, and a workforce optimized to take advantage of new mobility business opportunities, through total workforce planning (i.e. structure, heads & cost). On top of this, we are responsible for driving People & Innovation's long term strategy. (Think: What would a successful HR function look like by 2030.)

Under this mission, one of our ambitions is to stimulate efficient use of resources, and provide effective support to (Top) Management in making recruitment decisions.

#### Your responsibilities:

You will be supporting the Business Innovation team on following core responsibilities:

1. Support People & Innovation's internal communication

Support the organisation of all regular management meetings (management of attendees, ensure technical readiness of the venue, logistical support, etc.)

Help organise our bi-annual Pan-E HR Conference (drive the agenda, coordinate the content preparation with various presenters, and own total logistics).

Help coordinating our annual “hoshin” consensus building (i.e. functional target setting).

2. Review all People & Innovation related content on our intranet, called InTouch (intranet)

Agree on the new reporting structure with our Internal Communications Dept, and all stakeholders.

Refresh all content related to “Project Phoenix” and “Employee Listening”.

Support the overall Pan-E SharePoint clean-up and re-design.

3. Reporting portfolio management (sprint planning)

Target setting and sign-off follow up

Documentation of all People & Innovation internal and external reporting requirements.

Support reporting design with SME’s and report owners.

Support IT&D with DG app UAT

4. Support general headcount & labour cost planning activities

Offer ad hoc support to the team during our standard headcount & labour cost planning cycles.

## **Profile**

### **Your profile:**

Education: (Bachelor) Degree in Human Resources, Economics, Finance, or Business related in general.

You’re a good communicator

Self-starter attitude, taking initiative, not afraid of responsibility

Flexible team player with hands-on mentality

Fluency in English is a must, other languages are considered an asset

Some experience in agile implementation and technical language

Copy writing skills

### **You have a Toyota DNA, this means :**

Courage: you are ready to let go of the easy path to reach challenging targets

Collaboration: you are a team player, respectful and inclusive in your style and you take a customer-oriented approach

Creativity: your passion drives you to explore innovative ideas and challenge the impossible

Curiosity: you combine imagination and fact-based observation

Coaching: you share knowledge and feedback with your colleagues and celebrate each other's success

### **Aanbod**

We offer a dynamic multicultural work environment and the opportunity to be part of a highly motivated team where collaboration, creativity, courage, and curiosity play an important role. You will be working on exciting projects and benefit from a thorough on the job development, coaching and training.

Your commitment will be rewarded with a comprehensive remuneration package, including interesting extra-legal benefits. Hence, we offer you the flexibility to keep a healthy work-life balance through flexible hours and a combination of on- and offsite working.

At Toyota Motor Europe, we are committed to providing equal employment opportunity to all. All of our recruitment decisions are based on the individual and their qualifications along with the job requirements. The selection process is without regard to nationality, sexual orientation, gender identity or expression, birthdate, religion, ethnicity, disability or other personal characteristics. We do not tolerate harassment or discrimination as our individual experiences and overall diversity is our key strength. Together we have the power to make a positive change and go beyond the ordinary.

If you need any specific consideration for the interview process due to disability or any other reason, please let the recruiter know.

### **Contract:**

Interim contract (weekly renewed)

Start date: ASAP

End date: 31.10.2023

Full time

Location: Hybrid - +-50% in the office (Toyota Head Office in Evere) and +-50% home office

### **Bedrijfsinfo**

TOYOTA is one of the world's largest automobile manufacturers and a leading global corporation. Founded in 1937, Toyota now sells vehicles in 170 countries and employs over 300.000 people. As a company, Toyota Motor Europe focuses on sustainability and future generations and strongly promotes diversity, inclusion and gender equality. We are highly interested in receiving the applications from professionals of all backgrounds and genders looking to build their career in either scientific, engineering or corporate positions.

Based in Brussels, Belgium, and staffed by 2.700 people and more than 60 nationalities, Toyota Motor Europe (TME) handles the wholesale marketing of Toyota and Lexus vehicles, parts & accessories, and manages Toyota's European R&D, manufacturing and engineering operations.

For Toyota, Quality is a way of life. Nothing is so good that it cannot be made better, that is why we strive for continuous improvement in everything we do. This basic principle for us is called: "KAIZEN" and is what guides us in our pursuit of best Quality and the delivery of unparalleled customer's satisfaction.

Toyota Motor Europe, part of the transformation of the automotive, is stimulating its whole organisation in the 5Cs (courage, creativity, coaching, curiosity, collaboration) to adjust, adapt rapidly to final customer needs, but also promote diversity, equity and inclusion to get best team players to perform together.

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Generated on: 2024-05-06 by Expertini.Com