

Our client is active in the financial sector and provides his customers with easy-to-use tools to simplify your financial journey and help investment decisions making in personalized way.

Since they set up in Brussels in 2013, the Company faced a significant growth over the past few years and plans to keep growing.

In order to strengthen our client's team, we are looking for a (m/f) **HR & Administration Officer**.

HR & Administration Officer (M/F)

RESPONSIBILITIES

As a HR & Administration Officer, you will handle all administrative aspects which are crucial to run the office. As a member of the HR team, you will handle HR-related tasks and you will be responsible for all company events and for prevention within the bank. Your role allows you to actively participate in planned projects and introduce fresh ideas to drive the organization forward.

Your main responsibilities are:

- **HR**
 - Reviewing proposing any amendments to HR and Administration related policies and procedures.
 - Prevention advisor, be responsible for employee prevention in coordination with the HR senior officer.
 - Onboarding coordination in close collaboration with the Senior Officer HR, onboarding new joiners from an IT/infrastructure perspective.
 - Answering any queries employees may have.
 - Managing internal events/gifts for the employees.
 - Fleet and company mobile phone coordinator.
 - Following up on administrative and human resources tasks in collaboration with the HR Senior Officer.
 - Managing internal communication.
- **Administration**
 - General administrative tasks and projects related to running and managing the office in close collaboration with management and the entire HR & Admin team.
 - Managing everything related to the office and making sure the office is fit for purpose – attending to contractors, office deliveries, routine maintenance of the office cleanliness etc.
 - Liaising with the IT support team to resolve any IT issues and when devices need to be ordered (including laptops and remote devices as required).
 - Ensuring there is a warm welcome for external customers and visitors.
 - Coordinating processing and payment of invoices.

- Managing the postage of the Bank by scanning all arriving mail and dispatching it to the appropriate departments, printing and posting bank statements, managing all the registered letters, etc.
- Other duties may be determined from time to time by the Senior Manager – HR, Chief Executive Officer and Chief People Officer

PROFILE

- You hold a Bachelor's degree in HR, Administration or any other relevant studies.
- A proven work experience as an HR & Admin Officer or in any similar role will be considered an asset. Junior applications are welcome.
- You define processes, innovate and optimize your own work.
- You have strong organizational skills and are a team player.
- You can work autonomously, pay attention to details, and easily find solutions.
- You have excellent verbal and written communication skills in **English, Dutch and/or French**.
- You are willing come to the office 4 days a week, as you are one of the key people for daily office tasks.

OFFER

- A permanent contract with an attractive salary package in line with your experience.
- A central role, appreciated and respected by the whole team, a mix of highly experienced managers and young, dynamic team.
- The opportunity to join a Company that empowers his people, within an international work environment.
- A welcoming workplace, easily accessible with public transport.

INTERESTED ?

Please send your CV together with an adapted cover letter to recruitment@pahrtners.be.

YOUR APPLICATION AND
RELATED INFORMATION WILL REMAIN
STRICTLY CONFIDENTIAL.