

HR COORDINATOR

Division / Department: **DAIICHI SANKYO BELGIUM/HR DEPARTMENT**

Reports to: **HR BUSINESS PARTNER**

1. Context

The **HR Officer** combines four responsibilities and provides support to all staff on employment-related matters and supports HR operational activities. This function is part of the Human Resources department and is reporting to the HR Business Partner (HRBP).

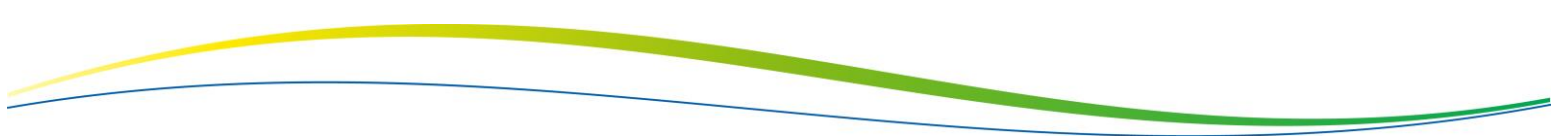
2. Purpose of the job

The **HR Officer** manages Personnel & Salary Administration. He/she manages all day-to-day activities and duties concerning employer/employee relations, while being involved in the development of an effective HR policy and department in the long run.

3. Result areas

Personnel & salary Administration

Core activities include but are not limited to:

- Provide support to the HRBP with the management of the employee personal files in all systems
 - Prepare work contracts, agreements, and internal procedures & policies
 - Manage, maintain, and update relevant data related to several HR processes (absences, payroll, headcount planning, target setting, pay for performance, merit reviews)
 - Follow-up on social legislation and liaise with benefit providers when required (e.g. insurances) in order to provide suitable advice to directors, managers and employees
 - Coordinate the payroll management with the external Social Services provider with accuracy and timeliness, including follow-up on all changes (entries, exits and contractual changes)
 - Ensure headcount reporting and budget planning in close collaboration with Finance
 - Communicate and provide information internally and externally
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Employee Relations

Core activities include but are not limited to:

- Maintain and develop employee relations with a customer-oriented approach
- Inform and communicate with employees according to lawful and ethical standards and ensure employee compliance with company policies
- Assist in the implementation of an integrated evaluation, objectives and performance-related bonus policy and manage the administrative process
- Initiate and coordinate the administrative follow-up of the social elections, provide the Safety Committee with the required administrative support, and ensure reporting to the company's headquarters

Recruitment/Selection

Core activities include but are not limited to:

- Manage recruitment administration including posting, coordination of meetings etc. Perform competencies and behaviours-based interviews and establish recommendations for the recruitment teams.
- Initiate and coordinate the onboarding process in close collaboration with the managers
- Collaborate with managers to maintain job descriptions according to internal procedures

Office Management

In collaboration with General Assistant, core activities include but are not limited to:

- Being responsible for the maintenance of the premises and surroundings and the liaison with providers in this respect (maintaining the condition of the office and arranging for necessary repairs)
- Managing contracts with third parties
- Implementing and controlling application/respect of legal rules concerning security/preventive measures/protection/wellness at work: e.g. review and update health and safety policies and ensure they are observed; arrange regular testing for electrical equipment and safety devices/alarm system
- Giving administrative support around legal issues and to the representative labour committee (incl. social elections)
- Supervision of the payments in close collaboration with Accounting Manager and Finance & Administration Director

Furthermore, as HR Officer, you assist in the implementation of the company's future HR strategy and in other HR related projects, in close collaboration with the HRBP and Managing Director.



4. Profile

- Bachelor degree in Human Resources or equivalent
- Minimum 5 years' experience as HR administrator and with payroll
- Perfectly trilingual French, Dutch, English
- Good analytical skills
- Customer-centric and good communication ability
- Honest and transparent though discrete personality
- Problem solvers and decision-making aptitude
- Hands-on mentality
- Resilient and flexibility to function in a dynamic context subject to change
- Capacity to work in a matrix organization
- People agile and eager to collaborate at all levels in the organization (local & international)

