

Human Resources Specialist

EIT Digital

We believe in making and shaping a competitive digital Europe that is inclusive, fair and sustainable and aim at global impact through European innovation fueled by entrepreneurial talent and digital technology.

We embody the future of innovation by mobilizing a pan-European multi-stakeholder open-innovation ecosystem of top European corporations, SMEs, startups, universities and research institutes, where students, researchers, engineers, business developers and investors address the technology, talent, skills, business and capital needs of digital entrepreneurship.

We build the next generation of digital ventures, digital products and services, and breed digital entrepreneurial talent, helping business and entrepreneurs to be at the frontier of digital innovation by providing them with technology, talent, and growth support. For more information, visit www.eitdigital.eu

Human Resources at EIT Digital

EIT Digital Human Resources develop and implement HR strategy, deliver HR support and services across multiple EIT Digital locations, partner the EIT Digital leadership team and management committee on employee related topics and initiatives in order to support people and organisation development in the most efficient and sustainable way.

The Role

The Human Resources Specialist executes HR administration and contributes to the delivery of HR services. The HR Specialist is the first point of contact for operational questions from the employees. In this role you will be able to utilise your expertise and develop your skills for problem solving and working in the international scale. You will have an ability to make impact on the short and long-term organisation goals. The position reports to the Head of Human Resources.

Main Responsibilities

- Support execution of HR policies and procedures across multiple EIT Digital locations, monitor compliance with EIT Digital HR rules, local regulations and labor law requirements;
- Execute employee lifecycle administration, covering on-boarding, of-boarding, contract management, payroll input, employee data maintenance;
- Provide administration support for recruitment, performance management, salary review, business planning and HR reporting;
- Support HR tasks related to labour engagements of external contractors, coordinate documentation and invoicing;
- Handle operational HR questions from EIT Digital employees.

Qualifications and Experience

- Bachelor's degree in Human Resources, HR Administration or related field;
- 3+ years of experience as an HR administrator or HR generalist;
- Track record of effective delivery of HR services utilising company policies, procedures and tools;
- Good understanding of recruitment, performance management, employee relations;
- General knowledge of EU employment legislations and understanding of EU payroll practices;
- Prior experience working across cultures and geographies is an advantage;
- Outstanding communication and interpersonal skills with the ability to work effectively with limited supervision, dealing with employees and managers at all levels of the organisation;
- Accurate, punctual, processes and details oriented, apply strong organisational and prioritization skills.

Languages

Superior written and verbal communication skills in English and French are essential, knowledge of Dutch and any other European language is an asset.

Place of employment EIT Digital Headquarters in Brussels, Belgium.

To apply

Please mail a resume and motivation letter to hr_specialist@eitdigital.eu, outlining how your skills and experience meet the qualifications of the position. Applications without a motivation letter will not be considered. Additional information can be obtained via www.eitdigital.eu/our-community/careers

EIT Digital is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

Applications should be submitted before 5pm CET of July 23 2021