

HR & Payroll administration 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.

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

- You are responsible for an efficient payroll procedure for both Belgian and European employees in cooperation with the local payroll providers;
- Maintain the HCM system and execute employee lifecycle administration, covering on-boarding, off-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;
- 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.

Qualifications and Experience

- Bachelor's degree in Human Resources, HR Administration or related field;
- 5+ years of experience as an HR administrator or HR generalist;
- Track record of effective delivery of HR services utilizing company policies, procedures, tools;
- Good understanding of recruitment, performance management, employee relations;
- Excellent knowledge of EU payroll practices and general knowledge of EU employment legislations;
- Prior experience working across cultures and geographies is key;
- 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 organizational 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. EIT Digital is an equal opportunity employer and values diversity. For more information, visit our Careers webpage www.eitdigital.eu/our-community/careers.

Applications should be submitted before 5pm CET Friday, July 1, 2022.