

HR Business Partner

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

We are seeking an experienced and results-driven HR business partner to align our HR initiatives and functions with business objectives and business needs. Duties for the HR business partner will include aligning staff to business objectives, recruiting the right talent, enhancing staff performance, supporting employee development, enhancing recruitment efforts, planning strategic HR initiatives, running orientation and onboarding processes, managing internships, updating policies and practices. Your experience in human resources management will aid our organization in adding value to overall business objectives, providing HR solutions, retaining a talented workforce, and ensuring compliance with regulations.

The ideal candidate for this role should have a good understanding of business functions, good communication skills, good interpersonal skills, strategic thinking, and good organizational skills.

Main Responsibilities

- You are responsible for an efficient payroll procedure for both Belgian and European employees in cooperation with our 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 labour law requirements;

Qualifications and Experience

- Bachelor's degree in Human Resources, HR Administration or related field;
- 7 + 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

Fluency of English and French is 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 of August 15, 2022.