



**Cefic**, the European Chemical Industry Council, is both the forum and the voice of the European chemical industry. It aims at maintaining and developing a prosperous chemical industry in Europe by promoting the best possible economic, social and environmental conditions to bring benefits to society.

**Cefic** is located in Brussels, and employs more than 150 People. Cefic HR also services some other affiliate organisations.

The HR team of Cefic is looking for a (M/F):

### **HR Assistant (preferably 80%)**

#### **Mission of the role:**

As HR Assistant you will ensure administrative and organizational support to the HR key processes staffing, onboarding and training, you will produce recurrent HR data reports, keep databases up to date, process contracts and invoices and provide administrative ad hoc support. You will report to the HR Director.

#### **Are you inspired by these responsibilities?**

- **Training administration & practical organization:** planning of meetings, planning of trainings, coordination of subscriptions and changes, reservation of meeting rooms/lunches, sending and following up reminders and evaluation documents, create and file participant lists, ...
- **Recruitment administration:** interview planning, letters to candidates, maintenance of filing and databases,...
- Administrative coordination of the **onboarding process** of newcomers
- **Creation of HR data reports** using the payroll system
- Keeping **HR intranet** up to date, for ensuring correct information to staff
- Processing procedures for **contracts, expenses and invoices**
- **Ad hoc support:** organization and meeting minutes of working groups, translation of documents (Dutch into English and vice versa, French into Dutch), budget follow up, ensuring office supplies,...

#### **Will you make the difference?**

Our ideal candidate has the following competencies:

- Bachelor degree in office management or related field
- 5 to 10 years of experience in similar roles (recruitment support included)
- Excellent level of English and Dutch (spoken and written communication); excellent understanding of French
- Advanced level of MS Office tools and basic project management skills
- Being accurate, reliable, discrete and passionate for delivering top-class service
- Client friendly communication and strong organizational skills
- Flexible team player, with proactive ownership for the own responsibilities and willing to constantly improve

#### **Are you interested?**

Please send your application with full curriculum vitae **before April 30<sup>th</sup>**, 2017 to CEFIC, Lidewij Devroe, Human Resources Director, Avenue E. Van Nieuwenhuysse 4, B-1160 Brussels. E-mail: [lid@cefic.be](mailto:lid@cefic.be)