



**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 Manager (preferably 80%)**

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

Provide operational excellence and continuous improvement in multiple HR service domains: a.o. recruitment and selection, contract management, performance management and comp & ben.

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

Reporting to the HR Director, you will:

- **Recruitment & selection:** fill the Cefic vacancies in a qualitative and efficient way (white collar). Run the onboarding process for newcomers. Initiate and implement optimization of recruitment channels, Cefic exposure, process lead time and process efficiency. Build the case for **HR automation**.
- **Labor contract management** (all types + addenda) and maintenance of **Working Rules:** assure full labor law compliance, through actively following up on any new legislation and formulating implementation proposals. Actively contribute to the move of Cefic within Brussels.
- **Performance management:** run the recurrent Performance Management processes 'objective setting - midyear review – appraisal – bonus payment'. Maintain and follow up on the yearly HR calendar.
- **Comp & ben:** maintain and optimize the internal equity and external benchmarking; create and maintain job descriptions (Hay), follow up on market trends and formulate optimization proposals.
- **HR reports and analytics:** lead and optimize the recurrent reports and create new valuable HR data, with support of the payroll manager and the HR assistant.
- Develop or update procedures and guidelines in the above domains.
- Act as back up for the payroll manager

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

Our ideal candidate has the following competencies:

- Master degree in Human Resources, Economics or Social Sciences
- 8 to 10 years of relevant working experience, including comp & ben and contract management experience and senior level experience in recruitment and selection (familiar with hiring via social media)
- Profound knowledge of Belgian labor law and comp & ben related fiscal regulations
- Experience with HR automation. Experience with Hay job weighing is a valued asset
- Excellent level of English, Dutch and French (spoken and written)
- Excellent knowledge of Microsoft office tools
- Strong and proven analytical skills with eye for detail, as well as strong time management/organization skills. You are hands on, both rigorous in tasks follow-up and proactive in taking initiatives.
- You are a client friendly service provider and influencer, and a team player

#### **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)