

Workplace and HR Administrator - CIP

Department:
Human Resources

Location:
Brussels, Belgium

Deadline:
05-05-2025

Country:
Belgium

As a Workplace & HR Administrator, you will play a key role in creating a dynamic, inclusive, and well-organized work environment where people can thrive. Your role will be essential in ensuring smooth HR and administrative operations, empowering our consultants to focus on delivering excellence to our clients:

Your key responsibilities will include:

- Assist in recruitment, onboarding, contract administration, and maintaining employee records.
- Assist colleagues with HR queries and provide all-round support to the HR team and the Managing Director.
- Contribute to HR initiatives and administration that foster collaboration, well-being, and learning & development.
- Update HR forms and documents and support in the filing, full digitization, and automation for smooth administration and communication to and for our staff.
- Ensure follow up actions with the payroll provider, other suppliers, and their platforms.
- Ensure a productive and welcoming environment by being day-in-day-out the first point of contact for colleagues, also during events and bigger meetings with our clients.

By taking ownership of these responsibilities, you will help shape a workplace where people feel supported and empowered to do their best work.

What we will need from you

- Recent graduate, BA or specialisation in an HRM- related field
- Strong interest and knowledge in the people side of business and Belgian social legislation
- Native Dutch or French speaker with an excellent command of English; additional languages are a plus
- Proficiency in Microsoft Office and IT-savvy, with the ability to quickly learn new platforms and (AI) tools
- Able to handle HR information discreetly and with confidentiality
- A team player with a curious, open mindset and a strong desire to learn
- Service-minded, hands-on, and a can-do attitude
- Comfortable with administrative tasks and excited to facilitate smooth operations
- Adaptable to change and thrive in a fast-paced environment, while maintaining attention to detail in all administrative processes

This paid internship is initially available for 6 months, with the possibility of extension. We are open to part-time arrangements, though presence in the Brussels office is required from 8:30 AM to 12:30 PM, Monday to Thursday. Outside of these hours, you can enjoy our flexible working policy, supported by a home office allowance of €154.74.

In addition to a monthly compensation of €1,450 (prorated), you will receive meal vouchers with an €8 face value, a public transport subscription, and 5 extra-legal leave days per the CIP agreement lasting 6 months.

If you're interested and meet the qualifications, and are eligible to work in Belgium, please submit your CV and a brief introduction in English explaining why you believe you're an excellent fit by Monday, 5 May. Maximum 3 shortlisted candidates will be invited for an interview and written test.