

Junior Workplace and HR Administrator

Department:
Ecorys Belgium

Location:
Brussels, Belgium

Deadline:

Country:
Belgium

Ecorys is a leading international research and consultancy company addressing society's key challenges. We combine our deep knowledge of the societal challenges and our extensive skills and expertise to make genuine sustainable change happen.

We offer the full policy cycle to our clients who are decision makers in the public and third sectors. We advise on the options and consequences of change options. We support clients to implement and communicate change and manage the consequences.

Ecorys is a company with strong European roots and international presence. With own offices in 10 countries, we employ over 600 people working alongside external experts and associates in about 200 locations throughout the world.

The Role:

As a Junior 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

- BA or specialisation in an HRM- related field and 1 year of relevant experience
- 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

Ecorys offers its employees a professional, stimulating, and learning environment with ample opportunities for development. You will work in a multicultural environment alongside a supportive team atmosphere.

The role offers a competitive remuneration package and attractive benefits. Our package includes, among other things, a homeworking allowance, meal vouchers, private health, dental, and hospitalization allowances, a collective bonus, reimbursement for home internet and mobile phone devices and subscriptions.

You will enjoy a good work-life balance and take advantage of our hybrid work policy, which allows for remote work up to 2 days per week.

If you would like to find out more about this opportunity and our company, please visit our website: <https://www.ecorys.com>

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.