

**General Information**

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|------------------------|----------------------------|---------------------|----------|
| <b>Job Title</b>       | Payroll & HR Administrator | <b>Function</b>     | HR       |
| <b>Business</b>        | HR                         | <b>Region</b>       | deSter   |
| <b>Unit / Location</b> | Hoogstraten, Belgium       | <b>Date Created</b> | Feb 2022 |
| <b>Created By</b>      | HR Manager                 | <b>Approved By</b>  |          |

**Job Summary:**

To process Belgian payroll and provide support to the HR Team, management and employees ensuring both Company and departmental standards are met.

**Main Duties and Responsibilities:**

- To process Belgian payroll for white collars and act as backup for payroll blue collars
- To act as the SPOC to the white collars for all payroll related questions
- To maintain the time & attendance system for all white collars
- To carry out all HR administration duties as required. This will include (amongst others):
  - recruitment/on boarding
  - terminations/off boarding
  - staff movements
  - registration for health insurance and pension scheme
  - completion social documents related to parental leave, time credit, etc
  - preparing agenda + monthly/quarterly reports related to the works council
  - supporting on training requests
  - updating org charts
  - handling IT new user and access requests
  - administration related to temp agencies and temp employees
- To support, whenever required, the HR team in the recruitment and on boarding of employees for Manufacturing, such as Operators, Technicians etc. This will include producing job offer forms, offer letters and contracts and managing the individuals on boarding.
- To maintain employee personnel files and electronic records (in compliance with GDPR) and carry out any other ad hoc filing as required.
- To ensure consistency of approach in administration documents, templates and procedures across the business.
- Respond to day to day queries received in HR from internal and external customers.
- To cover the phones for incoming queries and process incoming and outgoing mail.
- To advise and support management and employees as required.
- To update the HRIS database (Workday) as required.
- To carry out other ad hoc HR or employment-related duties as required.
- To participate and support in wider HR projects as and when required.

**Qualifications**

**Education:**

- Bachelor – preferably in HR related field.

**Work Experience:**

- 3-5 years’ experience of working in a similar role, particularly in relation to payroll.
- Experience of working in a fast-paced, high-volume, international work environment.

### **Skills & Knowledge:**

- Knowledge of eBlox (SD Worx) is a plus.
- Knowledge of Belgian labour legislation.
- Excellent attention to detail and accuracy.
- Being flexible and “can do” attitude.
- Must demonstrate integrity, confidentiality and professionalism at all times.
- Ability to work efficiently and use own initiative.
- Good ability to process and prioritise large volumes of information.
- Excellent interpersonal skills.
- Very good verbal and written English communication skills.
- Ability to work under pressure and to tight timescales.
- Proactive and flexible attitude.
- Good working knowledge of Microsoft Applications (Outlook, Word, Excel)
- Experience of using data management systems – knowledge of Workday or any other HRIS system is a plus

### **Job Dimensions**

**Geographic Responsibility:** HGS

**Type of Employment:** Full-time

**Travel %:** 0

**Internal Relationships:** HGS & FRA HR Team, Employees, Line Managers

**External Relationships:** Payroll consultants, insurance providers, etc

**Budget / Revenue Responsibility:** None

### **Organization Structure**

**Direct Line Manager (Title):** HR Manager

**Dotted Line Manager (Title):**

**Number of Direct Reports:** None

**Number of Dotted Line Reports:** 0

**Estimated Total Size of Team:** n/a

### **gategroup Competencies Required to be Successful in the Job:**

- **Thinking** – Information Search and analysis & problem resolution skills
- **Engaging** – Understanding others, Team Leadership and Developing People
- **Inspiring** – Influencing and building relationships, Motivating and Inspiring, Communicating effectively
- **Achieving** – Delivering business results under pressure, Championing Performance Improvement and Customer Focus

### **Demonstrated Values to be Successful in the Position**

Employees at gategroup are expected to live our Values of Excellence, Integrity, Passion and Accountability. To demonstrate these Values, we expect to observe the following from everyone:

- We treat each other with respect and we act with **integrity**
- We communicate and keep each other informed
- We put our heads together to problem solve and deliver **excellence** as a team
- We have **passion** for our work and we pay attention to the little details
- We foster an environment of **accountability**, take responsibility for our actions and learn from our mistakes
- We do what we say we will do, when we say we are going to do it
- We care about our co-workers, always taking an opportunity to make someone's day better

*The above statements are intended to describe the general nature and level of the job being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. gategroup reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Candidates may be required to go through pre-employment drug screen, criminal check and/or airport fingerprinting.*

*gategroup – an equal opportunity employer. We are committed to workforce diversity and actively encourage all qualified persons to seek employment with us, including, but not limited to, racial and ethnic minorities, women, veterans and persons with disabilities.*

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