

### General Information

<b>Job Title</b>	HR & Recruitment Specialist	<b>Function</b>	HR
<b>Business</b>	HR	<b>Region</b>	deSter
<b>Unit / Location</b>	Hoogstraten, Belgium	<b>Date Created</b>	March 2022
<b>Created By</b>	HR Manager	<b>Approved By</b>	

#### Job Summary:

As HR & Recruitment Specialist you will take the lead in the recruitment process for all open white-collar vacancies in our deSter headquarter in Hoogstraten. This role is as well responsible to provide timely, practical and professional guidance to the appointed business areas. In the near future this role will also provide support to the People & Culture segment of HR so this role requires an interest in the soft HR, including but not limited to talent acquisition, performance management, engagement and development.

#### Main Duties and Responsibilities:

- Recruitment
  - Intake of new position
  - Post and follow up open vacancies on LinkedIn, deSter website and other recruitment channels
  - Look for ways to attract candidates in the most cost-efficient way
  - In-depth searches on LinkedIn
  - First point of contact for recruiting managers, recruitment channels and partners
  - Assist managers with drafting the job description
  - First screenings by phone (depending on the vacancy and the recruitment channel used)
  - Run salary benchmarks through Mercer
  - Setup and participate in interviews
  - Produce offer letters and employment contracts
  - Update the weekly vacancy overview
  - Give the starter all the needed information about their contract and onboarding documents
  - Conduct new hire orientation and provide on boarding support
- HR Specialist
  - Provide advice and support to employees and management teams within area of remit on employee relations matters
  - Ensure advice is aligned to Company policies and procedures, employment law legislation and common law principles
  - Coach, train and guide managers in HR procedures, policies, strategy and employee relations
  - Support HR Business Partners and other colleagues with ongoing cases

### Qualifications

#### Education:

- Bachelor in HR-related field
- Knowledge of multiple conversation techniques

#### Work Experience:

- Work experience of at least 3 years in HR related to recruitment and soft HR.
- Experience of working in an international environment.

### **Skills & Knowledge:**

- Must demonstrate integrity, confidentiality and professionalism at all times.
- Ability to work efficiently and use own initiative.
- Ability to work in a team as independent.
- Strong communication skills, confident appearance and good expressiveness
- Planning, coordination and scheduling skills.
- 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)
- Understanding of relevant legislation.

### **Job Dimensions**

**Geographic Responsibility:** HGS

**Type of Employment:** Permanent, Full-time

**Travel %:** 0

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

**External Relationships:** Agencies, local companies

**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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