



BE MAD

join the
conTeyor team!

“ Working at conTeyor is MAD. ”

Working at conTeyor is MAD. MAD stands for Making A Difference, and that is what every conTeyor colleague does, every day. We all Make A Difference. For ourselves, our team, and foremost for the customer, as we all contribute to delivering that excellent service.

conTeyor is an international player in the development and supply of reusable packaging solutions for delicate manufacturing parts (for 90% in the automotive sector). The organization has been developing and producing patented sustainable solutions in textiles, plastic, and steel since 1995 and has been a market leader in Europe for more than 25 years. www.conteyor.com

To support the HR Department based at the HQ in **Merelbeke**, the company is looking for an
HR OFFICER (M/F)

Willing to grow in an International Group

YOUR ROLE: HR support to our European subsidiaries

- As HR officer you provide HR Administrative support to our Belgian Head Office and to European subsidiaries based in UK, Italy, the Netherlands, Spain, France, Germany.
- You are the first point of contact of the employees for HR related matters and counsel them on HR policies and procedures.
- Working in close collaboration with the HR Director, you support the development and implementation of Global HR initiatives and systems.
- You oversee and coordinate payroll processes with accounting and external partners in the various countries you are responsible for, and report to management on payroll, benefits, leave, and tax.
- You also review employment and working conditions to ensure legal compliance in all countries and maintain employee records according to policy and legal requirements.
- In terms of recruitment, you play an active role by preparing job descriptions, posting ads, and developing effective onboarding plans.
- Data Analytics, reporting and internal communication are also part of your tasks.
- You report directly to the Global HR Director based in Belgium.

YOUR PROFILE: Hard HR Professional with very good English knowledge

- You have a Bachelor's Degree in Human Resources, Business (or related field) and a strong affinity for Hard HR matters.
- The ideal candidate has a first experience in payroll or in an administrative HR Role as well as a good understanding of the Belgian Labour law.
- Fluency in Dutch (native speaker or equal by experience) and a very good knowledge of English (written and verbal) is required for this position.
- You are proficient in MS Office and are recognized for your outstanding organizational, time management and interpersonal skills.
- You like to take initiatives and can make decisions while evaluating risks properly.
- Collaboration is essential for you, and you are recognized for your team spirit, your positive attitude and your engagement and integrity.
- Possibility to work part time (4 days a week).

What can conTeyor offer you?

- A unique opportunity to work for an international, innovative company that offers high-quality products and present in 34 countries across Europe, the United States and South America
- An environment with a strong company culture based on trust, integrity, and respect for the individual
- A company that has sustainability in its DNA
- The chance to give an international dimension to your career while working in close collaboration with Senior HR professionals.
- Autonomy in the organization of your time and of your responsibilities.
- A human scale organization with short decision lines that encourages creativity and initiatives and can offer international career opportunities
- A competitive fixed salary combined with fringe benefits

Excited?
Join our team today!

Please send your CV **in English**
to Paola Bon, Talent Acquisition
Manager via job@conteyor.com

