

WE ARE LOOKING FOR

HR & Payroll Administrator

LEUVEN, BELGIUM

TenForce is an expert in EHSQ and Operational Risk Management software, based in Belgium and part of Elisa IndustriQ – a Finnish group committed to making intelligent manufacturing happen. Industrial leaders and governmental organizations all over the world use our products: INEOS, TOTAL, Friesland Campina, ABInBev, Chevron Phillips Chemicals, Proximus, Arlanxeo, Gerda, Eastman Chemical, LyondellBasell – just to name a few. We like to try a fresh approach, be quick on our feet, and delight our customers.

This is an exciting opportunity for a highly motivated HR & Payroll Administrator to support our international growth journey.

Your main responsibilities:

- Our HR & Payroll Administrator will work closely together with the HR Manager to ensure swift and top-notch HR support to our employees and contractors in Belgium and the rest of the world.
- You will ensure the day-to-day HR, Payroll & Benefits administration throughout the employee life cycle (from employee attraction, recruitment, onboarding, development, and retention to separation).
- We are looking for someone to join our growing HR team willing to focus on operational and administrative matters. A glance at your duties:
 - Payroll:
 - Ensure our employees in different countries are paid in a timely and accurate manner.
 - Responsible for correct entry and cross-checking of time keeping and attendance system.
 - HR expertise:
 - Provide expertise to the employees on HR, personnel administration and labor legislation.
 - You are a trusted advisor for both the employees and team leads, and thus contribute to job satisfaction and a positive working atmosphere.
 - HR administration:
 - Draft (employment) contracts and addenda and handle various payroll, legal and social security related documents.
 - Update HRIS systems and HR processes, workflows, best practices and Q&As.
 - Support in Recruitment and Talent Acquisition activities: promote job postings on social media and career sites, conduct reference checks and aid in preparation of job offers.
 - HR projects:
 - Collaborate with the HR Manager on different HR projects, such as building an HR Centre of Excellence (CoE) and a total rewards program.

Who are we looking for

- You have at least two years of relevant hard HR & Payroll experience in a similar role and environment (pre-requisite); Sound knowledge of Belgian labor legislation and payroll. Eager to keep up with the newest legislation and trends. Open to learning more on international payroll, employment and mobility.
- A discrete, well organized and meticulous team player with a positive can-do attitude.
- Excellent interpersonal and language skills, fluent in English and Dutch (both orally and in writing).
- Proficiency in MS Office suite (Excel in particular) and Payroll tools & HRIS systems, such as Group S' Presta Web and Leave Request and Workday.

What's in it for you:

- You will have the opportunity to learn on the job and to help craft a state of the art HR department to support employees and collaborators all over the world.
- You will become part of a multicultural team that loves solving challenges through an unconventional and pragmatic approach.
- Hybrid Work with mildly crazy colleagues all over the world (EU and US).
- You'll join a team that doesn't tolerate breaking the boundaries of trust, mutual respect, diversity, inclusion, and team-player spirit.
- Our main office is based in lovely Leuven, 1 minute away from the train station...

Let's take over the world!

At TenForce, we're looking for 30+ new colleagues to join our fantastic team. You'll be an essential part of our journey to becoming a global, innovative leader in EHSQ software for manufacturing and high-risk industries.

In September 2021, TenForce joined forces with [Elisa IndustriQ](#) – a Finnish group of companies committed to making intelligent manufacturing happen. This launched our company on a rapid growth path. To support our customers, we're going to double our headcount over the next few years, in different roles and across multiple countries. We're looking to hire in Sales & Marketing, Operations, Product, Customer Success, and many others.

We hope you'll be the next one to join our team!

BE PART OF OUR STORY! SEND US YOUR RESUME: jobs@tenforce.com

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