

The EPP is the biggest and most influential European political family. The EPP currently includes 84 parties and partners, from 44 countries. More information on: www.epp.eu

For our Brussels-based Headquarters, we are currently looking for a:

HR Manager

Tasks:

- Manage recruitment from A to Z, including the onboarding programme.
- Manage and support on all administrative and logistical elements associated with training & development, recruitment & legal.
- Write HR policies and procedures in line with Belgian social law.
- Manage the personnel files and ensure complete and legally compliant documentation of all information.
- Undertaking HR administrative tasks (including, but not limited to – payroll, employment agreements, and benefits administration)
- Managing legal matters (e.g., employment/social security/drafting and reviewing contracts/liasing with external counsel/compliance/etc.).
- First-Line advisor for payroll or Legal questions for the employees
- Manage working permits and national numbers.

Requirements:

- Education:
 - Degree in Human Resources
- Previous professional experience in HR of at least 3 years is a must.
- Proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word).
- Fluent in English, both spoken and written + French or Dutch.
- Knowledge and understanding of Belgian Law
- Ability to work independently but also as part of a team

Conditions of employment:

Working contract is under Belgian Law.

EPP pays a competitive salary according to Belgian legislation and Social Security.

Additional benefits will be provided in the package.

Starting date: as soon as possible

Duration contract: 1 year fixed term contract, with possible transformation to open ended contract.

Submission of application: applicants should send a detailed CV and a cover letter by e-mail to applications@epp.eu

Deadline for submitting applications: 19 May 2024

Please note that only shortlisted applicants will be contacted.