

about martin's hotels

Martin's Hotels, one of the most prestigious Belgian hotel groups, is looking for an HR Officer. You will integrate the human resources team that takes care of 14 hotels including 1200 rooms, more than 80 meeting rooms, 8 restaurants and 4 Spa.

what's the job?

- You don't just do your job, you are to become one of the pillars of our HR team
- You work with and for people, you make sure their administrative situation let them concentrate on their core business and their fulfillment at work
- You support our HR team at an operational and administrative level
- This means among others that you support our people in giving them the correct information and the right HR advice
- You support the payroll and time registration activities
- You manage the usual HR administrative documents
- You make sure we are in line with the Belgian labour legislation
- You coordinate HR communications and translations
- You measure HR data and report them to our HR Director
- You support our talent acquisition and talent management activities at an administrative level
- You provide administrative support in our HR projects
- You support our team in organizing staff events & other HR initiatives
- You support activities such as temporary unemployment, accidents at work, ...
- You help us improve our department's organization and tools
- You share your ideas and help us grow as a team
- You help us further develop Martin's Hotels Employee Experience and continuously rethink our employee lifecycle

are you the one?

- You are passionate about people, fully dedicated servicing others
- You are open-minded and eager to learn
- Administration and organization is what you like and what you are good at
- You like challenges
- Team work drives you
- French or Dutch is your mother tongue, you communicate fluently in both languages, as well as in English (spoken and written)
- You have a strong knowledge of Belgian social and labour legislation
- You have strong communication skills
- Office tools have no secrets for you
- You have an HR background and a first similar experience

what's in it for you?

- You join a famous Belgian hotel group rapidly expanding
- You will work in an environment with a family spirit
- You will be part of a driven and supporting team
- Your opinion and your personal and career development count
- We offer a full time contract with a competitive salary package (insurances, meal vouchers, ...)
- Your workplace will be in our Genval offices

**interested? send your application to
Pauline Bernard, Director of HR,
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