

## about martin's hotels

Martin's Hotels, one of the most prestigious Belgian hotel groups, is looking for an HR Officer. You will work for 14 hotels including 1200 rooms, more than 80 meeting rooms, 8 restaurants and 4 Spa, together with the Human Resources team.

## what's the job?

- You don't just do your job, you are to become the 6<sup>th</sup> pillar 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 support our talent acquisition and talent management activities at an administrative level as well
- You measure HR data and report them to our HR Director
- When needed, you support our team in organizing staff events
- 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
- You have a strong knowledge of Belgian social and labour legislation
- You have an HR background and/or 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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