



## HR OFFICER

### WITH FOCUS ON PAYROLL & BENEFITS

#### YOUR FUNCTION

- You ensure timely payroll execution of our staff in Harelbeke ( PC209 ) and liaise with our payroll agency SD Worx.
- You gather and process the necessary data regarding holidays, absences, ... in eBlox.
- You create and maintain employee records.
- You are the point of contact for the Vynckeneers regarding all local comp & ben questions ( parental leave, holiday policy, labor law, insurances, etc. ).
- You manage the contacts with our external partners supporting you.
- You are cooperating with the HR Business Partner in launching new benefits, policies or other local programs.
- You are a active member of our wellbeing committee with a focus on health & employability.
- You work in close collaboration with the HR Business Partner in other HR processes, based on your experience & ambition.

#### YOUR PROFILE

- You are experienced and can work in an autonomous way.
- You have a profound knowledge of social & labor legislation or a relevant network to find the answers. Experience with eBlox is a plus.
- You are discrete, have strong numerical skills and work accurate.
- You have a good knowledge of English.
- Preferable a full-time employment or flexibility to take full responsibility for your HR processes.

VYNCKE is a dynamic, family owned company that, since the start in 1912, has grown to a global player in the sector of clean energy technology : more precisely the development and construction of customized waste to energy installations.

Worldwide more than 300 Vynckeneers, as we call our employees, are stationed in our offices in Brazil, Belgium, Germany, Czech Republic, India, China, Thailand and Malaysia.

Thanks to more than 4.000 satisfied customers all over the world, a well-lined order book and the loyal commitment of the enthusiastic Vynckeneers we maintain a stable position in the market. This allows us to offer excellent job security.

Are you a real team player, do you enjoy own responsibility and taking initiative, do you have an open international mentality and are you willing to travel? Then probably you could be one of the new Vynckeneers!

#### JOIN OUR FAMILY !

Send your cv to :  
[cdc@vyncke.com](mailto:cdc@vyncke.com)