



HR REWARD & PROCESS SPECIALIST

YOUR FUNCTION

- You are responsible for the organization of the HR - back office processes in our settlement in Harelbeke. You manage the processes, organize the administration & prepare reports. You optimize and digitalize where needed.
- You are the point of contact for all legal & financial HR - related questions : insurance packages, warrants, budget exercises, expatriations, working abroad,... You can work together with external specialists & partners (Agoria). You keep track of relevant legislation.
- You are responsible for the payroll execution of 120 Vynckeneers. You work together with SD Worx to set up an optimal cooperation. You focus on the internal services and post - payroll duties.
- You are responsible for the execution of the benefit programs & co - writer of company policies.
- You are the contact person for Vynckeneers in case of questions & requests with a legal process. You guide them through the procedure.
- You work closely together with the HR Business Partner & report to the Global HR Manager.

YOUR PROFILE

- You have master and experience in the HR - back office.
- Compensation & benefits is a familiar domain. Preferably you have worked in E Blox. More important is you like to work with numbers & you are interested in HRM.
- With your analytical mindset and structural approach you optimize processes. You organize efficiency via outsourcing and tools.
- You can work autonomously with a pro-active approach.
- You like to be challenged intellectually.
- You work accurate and with discretion. You act as a team player.
- You can express yourself in English fluently (oral & written).

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