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# Job description

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**Function : HR management assistant**

**Date : 20/11/2018**

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*We are looking for an energetic and friendly management assistant who wants to grow in a support role with great variety of tasks and who can gradually take on more responsibility and autonomy. Our international team is looking forward to welcoming you in a warm environment. There is space to craft this job in a proactive way within the frame of HR and general administrative support.*

*If you want to apply, please send your motivation letter with cv to [femke.vanvaerenbergh@rikolto.org](mailto:femke.vanvaerenbergh@rikolto.org)*

*Deadline for application: December 2<sup>nd</sup> , 2018*

## Context

Purpose	Ensure smooth HR-specific and general administrative support.
Position in the organisation	Support function
Location	International Office (IO) in Leuven
Job size	80 - 100%
Travels	May be occasionally required

## Responsibilities

Responsibilities	<p><b>HR</b></p> <ul style="list-style-type: none"><li>- Be the first point of contact for HR-related queries</li><li>- Administer HR-related documentation, such as contracts, insurances, certificates</li><li>- Ensure the relevant HR database is up to date, accurate and complies with legislation</li><li>- Carry out a correct salary administration</li><li>- Assist in the recruitment process, set up interviews and issue relevant correspondence</li></ul> <p><b>General support</b></p>
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	<ul style="list-style-type: none"> <li>- Coordinate travel arrangements : tickets, visa, accommodation</li> <li>- Coordinate operations, events and activities for the IO: <ul style="list-style-type: none"> <li>o Hire facilitators, translation, venue and accommodation, catering</li> <li>o Develop roadbooks</li> <li>o Manage the event or activity <i>in situ</i></li> <li>o Make meeting reports of international meetings</li> </ul> </li> </ul> <p><b>ICT</b></p> <ul style="list-style-type: none"> <li>- Act as IT helpdesk for the IO (Office 365 environment)</li> <li>- Manage the ICT park and budget</li> </ul>
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## Profile

Qualifications	Degree in HR administration/business administration or equivalent by a broad and relevant working experience
Languages	Fluent in English and Dutch. Knowledge of at least 1 of the other working languages (Spanish, French) is an advantage.
Experience	Previous experience in a broad HR function or in a general administrative role
Skills and knowledge	<ul style="list-style-type: none"> <li>▪ knowledge of social and labour legislation</li> <li>▪ Strong administration skills</li> <li>▪ Familiarity with business software such as Microsoft Office</li> <li>▪ A high level of confidentiality</li> <li>▪ Excellent interpersonal and customer-facing skills</li> <li>▪ Strong communication skills, both written and verbal</li> <li>▪ The flexibility and willingness to learn</li> <li>▪ To enjoy working with people</li> <li>▪ Tact and diplomacy</li> <li>▪ The ability to work as part of a team</li> <li>▪ The ability to work accurately, with attention to detail</li> <li>▪ The ability to fulfill the position of go-between, i.e. ability to maintain a professional distance whilst being involved with the task</li> </ul>
Attitude	<ul style="list-style-type: none"> <li>▪ Has a strong affinity with Rikolto's mission and values</li> <li>▪ Has a positive attitude focussed on win-win solutions</li> <li>▪ Acts with integrity and respects others (working together)</li> <li>▪ Constructively challenges oneself and others (making it happen)</li> <li>▪ Can be relied on to deliver commitments (accountable)</li> <li>▪ Creates strong morale and spirit in the team, fosters open dialogue and shares successes (building effective teams)</li> </ul>

