

**Stephex Group** is a family-owned company based in Meise, Belgium. In addition to our horse-trading business, we are also active in the Real Estate and automotive industry. We are market leaders in the construction of exclusive horse trucks, motorhomes and 2-horse trucks. Our extensive dealer network allows us to service customers all over Europe and beyond. The company has an excellent reputation for high-quality, user-friendly design that extends way beyond the Belgian borders.

To support its significant growth, Stepdex Group is currently looking to strengthen itself with a:

## HR MANAGER

### Job description

As Human Resource Manager you are responsible for coordinating all administrative activities related to the Group's employees. From recruitment strategies to staff benefits to payroll and employee relations, as HR Manager you ensure that the organization runs smoothly. You will work closely with the HR Coordinator and COO.

Your responsibilities are:

- Managing the hiring process, including recruiting, interviewing, hiring and onboarding.
- Optimizing and improving internal HR processes.
- Improving, enrolling and implementing group policies, compensation and benefit programs.
- You are the contact person for employees and management and take care of all communications regarding HR.
- Payroll administration; acting as SPOC for our social partner.
- All round employee administration.

### Candidate profile

- Bachelor degree in HR Manager with at least 5 years of experience as HR Manager or Payroll expert with leadership qualities.
- An in-depth knowledge of Payroll and HR administration is a must.
- Your mother tongue is Dutch, and you can communicate fluently in English and French.
- You know how to motivate colleagues.
- You are a confidential advisor to whom colleagues can turn at any time.
- You have a sense of initiative and feel where it is necessary to make adjustments that contribute to the renewal of the organization.
- You like to put your shoulders under a growing business and can easily deal with resistance to change.

## Job offer

- Attractive remuneration package in line with your experience and added value.
- Full-time employment.
- Challenging opportunity.
- International, strong and growing environment.

Apply online via: <http://stephexgroup.com/#talents> or via: [hr@stephex.com](mailto:hr@stephex.com)