



## OFFICE MANAGER & HR COORDINATOR (TRILINGUAL FR/NL/EN)

### Job Description Summary

As an Office Manager & HR Coordinator at SANDT, you will play a key role in overseeing our daily administrative operations and supporting our HR and Marketing teams. This dynamic role will enable you to contribute directly to smooth office operations, HR coordination, and enhanced employee experiences.

### Purpose

The Office Manager & HR Coordinator will be responsible for key office management activities, internal communications, and supporting HR operations such as onboarding, payroll, and recruitment. Fluency in French, English, and Dutch is essential for effective communication across teams and with external partners.

### Main Responsibilities

#### Office Management:

- Oversee daily administrative tasks, including managing mail, office access, and supplies.
- Organize and coordinate internal events to support team cohesion.
- Act as a trusted point of contact for administrative and operational support.

#### Communication:

- Develop and distribute internal communications, such as newsletters and training updates.
- Coordinate external communications, working with press and media partners.

#### HR Support:

- **Onboarding:** Manage the onboarding process, including coordination with external providers (AXA, DKV, Proximus) and preparing contracts.
- **ERP & Payroll:** Enter employee data in the ERP, manage timesheets, and oversee payroll processes in coordination with the social secretariat.
- **Fleet Management:** Oversee company car fleet and mobility policies.
- **HR Policy Development:** Assist in developing and updating HR policies and procedures.

#### Recruitment:

- **Sourcing:** Identify and attract potential candidates through various channels.
- **Screening:** Conduct pre-screening interviews and manage candidate qualification processes.
- **Interview Coordination:** Schedule and participate in interviews, supporting recruitment logistics.



## Education

Bachelor's degree in administrative management, HR, or a related field is required.

## Personal Skills

- Multicultural approach, with strong communication skills in French, Dutch, and English.
- Proactivity, sense of initiative, and autonomy.
- Adaptability to change and flexibility in a dynamic environment.
- Strong analytical and problem-solving skills, with an emphasis on information gathering.
- Commitment to continuous improvement and professional development.
- Excellent organizational and time management skills.

## Technical Skills

- Proficiency in Microsoft Office Suite and ERP systems.
- Previous experience in office management or HR coordination.
- Familiarity with payroll processes and HR policies.

## Diversity & Inclusion

SANDT is committed to fostering a diverse and inclusive work environment. We seek to hire the best candidate regardless of age, beliefs, disability, ethnicity, gender, or sexual orientation.