

Human Resources Coordinator

What to expect

As HR coordinator you are responsible for all HR matters within the hotel. You are responsible for the recruitment and selection process of both permanent employees and interns, you draw up the necessary contracts and documents, you welcome them on their first day. You also do the administrative follow-up of the personnel files. You are the point of contact for all employees and you support the heads of departments. You process the wages on a monthly basis. Your curiosity keeps you up to date with new developments in the field of personnel legislation. You will also work on a project basis with updating our work regulations, house rules and prevention plan.

The perfect match

You have experience in HR and you have an up-to-date knowledge of Belgian employment law. You are independent, accurate, orderly, enthusiastic and social. You have a great love for hospitality and like to organize and plan things. You speak and write French and Dutch fluently, having a good notion of the English language. You are goal-oriented and diplomatic in your communication style.

Hungry for more details

We offer a part-time contract for 20 to 24 hours a week. The schedule is subject to mutual agreement. You will receive a competitive salary, a meal, The Dominican Experience, an annual complimentary stay @ Carlton Hotel Collection and staff rates @ Design Hotels.

Delighted to meet you

Are you enthusiastic about working with people?

If yes, we would like to receive your CV and motivation letter.

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