



HR Officer – Ardent Invest

A family office created on the initiative of Liège entrepreneurs, Ardent Invest manages a portfolio of companies active in various sectors: real estate, media, food & beverages, HORECA, energy saving, fintech and impact investment. Ardent Invest advises and invests in companies in order to boost the Belgian economic fabric, offering its portfolio of companies the expertise of successful entrepreneurs and a team of seasoned advisors in managerial, financial, accounting, legal and social matters. For more information, we invite you to visit our website: <https://www.ardent-invest.be/>.

Ardent Invest groups together various legal entities for which it manages human resources, these entities have about forty employees. Among others, these entities include those engaged in the marketing of LED screens (Ledcom), HORECA (Ibis Style de Liège Guillemins, future Tripick Brewery), real estate (Ardent Real Estate), beer (Tripick) and intelligent lighting (Energy Saving Consulting).

As part of the deployment of its Family Office, Ardent Invest is creating a new position of HR Officer. As the right-hand man of the Administrative Director (with responsibility for human resources), the HR Officer will be responsible for personnel administration and payroll and provide administrative support for "soft" HR actions and projects. The HR Officer will have a key role in payroll management and will work closely with the accounting department. They will also be involved in other areas of human resources, generally assisting the Administrative Director in all matters relating to this area. They will also be required to carry out certain general administrative tasks (correspondence, preparation of documents, etc.) that are not related to human resources.

YOUR MISSION

- You will be responsible for **personnel and payroll administration**, in collaboration with the social secretariat, including
 - o Administrative follow-up of individual files
 - New employee file, preparing documents, employment contracts, DIMONA
 - Contracts, amendments, changes to personal information, certificates
 - Following up and managing attendance/absence/sickness/time credit/etc.
 - Encoding and verifying benefits and absences
 - Managing absences (certificates, etc.)
 - Temporary workers (arrival, departure, return of benefits)
 - ...
 - o Preparing the payroll, including information gathering and communication with the social secretariat
 - o Contacting and following up with external partners (social secretariat, social organizations, SPF, temporary employment agencies, SEPP, training centers, temporary employment agencies, etc.) as well as setting up and following up NTDs with external service providers (insurance, vehicle, telephone, etc.)
 - o Managing correctly and filing all social documents
 - o Communicating reports and statistics, in particular those available through the social secretariat.

- You will provide **administrative support** for "soft" HR actions and projects, mainly through the following tasks:
 - o Helping to draw up job descriptions;
 - o Centralizing documents relating to development interviews etc.;
 - o Participating in audits;
 - o Organizing and following up training courses and various one-off events;
 - o Organizing recruitment and selection actions (publishing offers, ranking applications, organizing interviews);
 - o Organizing and optimizing other HR processes;
 - o Helping to set up actions, reports and studies in the area of well-being at work.

- You will manage and ensure quality follow-up in "**People Support**":
 - o Welcoming new employees by providing them with the necessary documents and information;
 - o Being responsible for answering employees' questions regarding payroll, contracts, insurance, etc.;
 - o Checking in and checking out employees.

- You will also provide **administrative support** to the management of Ardent Invest in other areas, for example by
 - o Writing letters to authorities, stakeholders or third parties;
 - o Coordinating due diligence, KYC or audit documents
 - o Publishing certain data to the authorities (e.g., the company's court registry);
 - o Formatting, signing and sending letters or other documents;
 - o Filing and archiving documents;
 - o Acting as back-up for the executive secretary.

YOUR PROFILE

- You have an HR-oriented degree (knowledge of social law, economics, psychology, etc.);
- You have 2 to 3 years' experience in a similar position;
- You have a good sense of analysis and attention to detail;
- You are quality-oriented: rigor and organization are two of your main talents;
- You have the ability to manage several tasks simultaneously;
- You have a sense of responsibility, being able to take initiative and manage priorities effectively;
- You have knowledge of social legislation with the ability to explain it in fluent and easy to understand language;
- You thrive on administrative tasks;
- You like to be of service and become indispensable in a support role;
- You are fluent in the Office suite (Excel, Word);
- You have excellent communication skills (written and oral);
- You are a people person and ensure that each employee has the information they need;
- You have an affinity with numbers, which allows you to deal with finance and accounting in a calm manner and with confidence;
- Your attention to detail encourages you to be precise in your actions;
- You have a good understanding of the business and the people involved;
- You have a good understanding of English;
- Knowledge of payroll software is an asset.

Are you interested in this adventure? Then send your application to e.schils@2begood.com or apply directly on the 2BeGood website via this link https://job.2begood.com/offres-d-emploi/offre-d-emploi_hr_officer_liège_4749114_42.html. Your application will be processed as soon as possible and in complete confidentiality.