

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

HR Associate

Our client:

A leading multinational company, active in FMCG industry

Role & Responsibilities:

- Support the HQ HR Manager/Directors with the various administrative activities within the HR HQ department
- Recruitment of temporary positions
- Recruitment support to HR Managers
- Administrative tasks
- Follow up on iPhone and various IT devices
- Participate in various HR projects and others requests from HQ HR Managers and Directors

Profile:

- Commercial or RH diploma
- One work experience within HR function in FMCG company
- Experience in recruitment
- English and french fluency
- Excellent MS office knowledge

Required skills:

- Team player
- Reliable
- Ability to keep information confidential
- Well organized, independent, and self driver

Contract type: Temporary - 1 year

Rate of activity: 100%

Starting date: 11.03.2019

**We guarantee you to handle your application in total confidentiality
Only profiles corresponding to our client's criteria will be contacted**

Consultant responsable du mandat : Kerstin Leterme

Ref : KL2124414533