

## **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

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