

# PR/118093 | Payroll & HR administrator

### Job Information

### Recruiter

JAC Recruitment UK

#### Job ID

1552005

### Industry

IT Consulting

## Job Type

Permanent Full-time

#### Location

Belgium

### Salary

Negotiable, based on experience

#### Refreshed

November 18th, 2025 03:00

### General Requirements

# **Career Level**

Mid Career

# Minimum English Level

None

# Minimum Japanese Level

None

# **Minimum Education Level**

Associate Degree/Diploma

## Visa Status

No permission to work in Japan required

# Job Description

Company: IT company

Position: Payroll & HR administrator

Location: Brussels

Salary: Around EUR40K (depending on experience)

### **Key Responsibilities:**

Payroll Administration

- Process monthly payroll accurately and on time, including salary, bonuses, and deductions.
- Maintain payroll records and ensure compliance with statutory requirements.
- Handle employee queries related to salary, tax, and benefits.
- Coordinate with finance and HR departments for payroll reconciliation and reporting.

## General Office Administration

- Manage day-to-day office operations including supplies, equipment, and facility maintenance.
- Handle incoming and outgoing correspondence, emails, and phone calls.
- · Organize and maintain physical and digital filing systems.
- Support scheduling of meetings, travel arrangements, and company events.

- Maintain and update employee records and HR databases.
- · Assist in recruitment processes including scheduling interviews and onboarding.
- Prepare employment contracts, letters, and HR-related documentation.
- Monitor employee attendance, leave records, and support performance review processes.
- Ensure compliance with labor laws and internal HR policies.

### Requirements:

- · Proficiency in English and business level in French or Dutch
- Experience in payroll operations

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description