



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

July 29th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

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.

HR Administration

- 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.

#LI-JACUK

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Company Description