



PR/118093 | Payroll & HR administrator

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント イギリス

求人ID

1552005

業種

ITコンサルティング

雇用形態

正社員

勤務地

ベルギー

給与

経験考慮の上、応相談

更新日

2025年09月23日 07:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

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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会社説明