

The Space Applications Services group has offices in Belgium (HQ), a presence in Germany, the Netherlands and the USA. We are a dynamic international group with 30 years' experience in performing and supporting system and software engineering for the European Space Agency (ESA), National Space Agencies and the aerospace industry.

We work on international manned & unmanned spacecraft programmes, Earth observation, science, exploration, communications and related technology development.

For the Belgian office, we are looking for a:

## Human Resources Coordinator (M/F) 2018-008-BE-ADM-HR-HRC

The successful candidate will be based in our main office at Sint-Stevens-Woluwe (Brussels Area).

The position is in the Administration Department (comprises of 8 persons) in the Human Resources Team. The candidate will mainly report to the Administration Department Manager and will collaborate with the HR Administrator.

### Tasks and Responsibilities

- Conducting the timely schedule of the demanding recruitment process from the Job Advert to the Candidate Selection
- Coordinating the day-to-day HR operations
- Supporting the workflow of the HR Administrator
- Preparing in a consistent manner and excellent English : emails, documents and procedures
- Coordinating the Company training plan and following up the existing extra-legal benefits
- Supporting and maintaining the HR filing system and the HR database up to date
- Updating and following up the results of staff Annual Performance Reviews and Employee Satisfaction Surveys
- Updating the existing work regulations, additional policies and the compliance flow
- Supporting Employee exit interviews (from meeting to timely reporting) and identifying potential improvements
- Supporting the Administration Department Manager in various HR matters.

### Qualifications and Experience

- Minimum a Bachelor degree in Human Resources or in the field of Law / Education Business Management
- At least 3 years of experience in a similar position, preferably in an SME
- Good knowledge of Belgian labour and social laws with proven practices
- Driving licence is an asset.

### Candidates will have the following skills

- Strength to cope with schedules and deadlines
- A proactive, flexible and accurate approach, with a mindset for initiatives, efficiency and self-motivation
- Very good analytical skills and a keen eye for details and procedures
- Ability to adhere to strict standards of confidentiality
- Excellent organisational and communication skills
- Excellent written and spoken English (Dutch or French as a native language is an asset)
- Proven experience with MS Office.

### What Do We Offer?

- Working in a growing company located in Belgium, Germany, the Netherlands and the USA
- A professional, pleasant atmosphere with motivated and passionate staff, where autonomy and initiatives are encouraged
- An interesting remuneration package
- A full time employment position.

Candidates shall be eligible to work in the European Union or in possession of a European Blue Card for two or more years.

We are looking for someone to start **as soon as possible**.

**The application deadline is 23<sup>rd</sup> June 2018.**

### How To Apply?

- Click on the "Apply" link for this position on our website: [www.spaceapplications.com/careers](http://www.spaceapplications.com/careers)
- Include your CV and Motivation Letter (**both** in English) and send to [jobs@spaceapplications.com](mailto:jobs@spaceapplications.com)
- For this position, the contact persons are **Ms. Françoise Glinne & Ms. Dinara Karimova**.

**Space Applications Services NV/SA**

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