



ASL AIRLINES BELGIUM IS LOOKING FOR A MANAGER PERSONNEL ADMINISTRATION SERVICES/COMPENSATION & BENEFITS

ASL Airlines Belgium
Rue de l'Aéroport
Building 101
4460 Grâce-Hollogne
Belgium

JOB TITLE **Manager Personnel Administration Services / Comp & Ben**
DEPARTMENT **Human Resources Department**
LOCATION **Liège Airport Site**
REFERENCE CODE **ASLB19-003**
DEADLINE TO APPLY: 08/03/2019

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Purpose of the job

The People Mission of ASLB is to offer a long term career in a leading edge aviation company which cares for and invests in the development and the well-being of its staff. The Human Resources department works alongside the business to ensure that the company at all times has the right people on the right place to execute its ambitions.

The Manager Personnel Administration provides a comprehensive set of services to management and staff related to the administrative handling of HR processes, with a focus on compensation & benefits and payroll.

Key activities

- Manage the entire payroll process for ASLB.
- Ensure our expat policy is executed and liaise with external services firm.
- Provide management with proper reporting of people management activity (KPI's, regular reporting to ASLB, Group, social partners and meet government requirements).
- Manage the HR systems (e-Blox, Cézanne, Kronos, others).
- Ensure the company and the HR department are informed on social legislation and be capable of providing expert advice in this area.
- Coordinate grading and regrading of jobs.
- Support the definition and consistent application of reward policies at all levels. Provide advice for improvement.
- Manage the fleet of company cars.
- Support or take the lead in the development of Collective Labour Agreements.
- Support HR Director in preparations and conduct of negotiations on terms and conditions with the social partners.
- Manage the salary review and bonus processes for the company.
- Manage the insurance and pension/group insurance and other benefits policies.
- Interact with authorities in case of information requests, inspections as well as with the company audit firm.
- Undertake projects as required.

MANAGER PERSONNEL ADMINISTRATION SERVICES / COMP. & BEN.

Preferred experience/knowledge

- University graduate (tax, law, economic sciences/HR)
- At least 5 years relevant experience in an international environment.
- Fluent in French and English. Dutch is an asset.
- Expert in payroll and compensation areas, as well as solid knowledge of social legislation.
- A go-to person, ready to respond quickly and capable of communicating clearly complex matters.
- Pro-active in making suggestions for improvement.

Contract type

Undetermined period contract – Full time job.

Flexibility will be requested depending on operational needs.

How to apply

Please send your CV and your motivation letter via our job portal <http://jobs.aslairlines.be/> and indicate the reference code in the subject of your motivation letter.