



ASL AIRLINES BELGIUM IS LOOKING FOR A

HUMAN RESOURCES ADVISER

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

JOB TITLE **HR Adviser**
DEPARTMENT **Human Resources Department**
LOCATION **Liège Airport Site**
REFERENCE CODE **ASLB19-004**

Tel : +32 4 239 3000
Fax : +32 239 3999
info@aslairlines.be
www.aslairlines.be

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 HR Adviser will support a number of core HR processes such as recruitment, performance appraisal, internal mobility, social dialogue as well as coordinate the review and application of HR processes and policies. The HR Adviser supports the HR Department, but is also in direct permanent contact with the business.

Key activities

Process Support

To help the department achieve its objectives by providing the necessary process support to the business in:

- Recruitment: ensure adherence to company recruitment policy; keep in touch with external providers; invite internal/external candidates; ensure follow-up. Involved in employer branding.
- Performance Appraisal: monitor the execution of performance appraisal process to ensure 100% completion. Run the process in Cézanne (HR software).
- Training administration: ensure training plans are developed as appropriate.

HR reporting and KPI's

- Keep track of HR KPI's for reporting to management, ASL Group, works council and external bodies.
- Ensure effective and efficient storing of vital and confidential information. Ensure compliance with data privacy regulations.
- Support creation of presentations for company communication channels.

Administrative support

- Provide overall administrative support to the HR team.
- Ensure relevant meetings are prepared and followed up.

HR Operation

- Ensure that all HR policies and processes are clearly described and kept up to date.
- 'Owner' of the HR guide and HR section on intranet.
- Will be involved in or autonomously run certain projects.

HUMAN RESOURCES ADVISER

Preferred experience/knowledge

- Bachelor level. Master in related field is preferred.
- Experience with HR departments is definitely an asset or equivalent through education.
- Good knowledge of social legislation.
- Very good communication skills and able to enhance ASLB image.
- Very good knowledge of French/English oral and written (mandatory) - at ease in composing business letters and reports.
- Any other language skill would be an asset.
- Extreme customer focus and respect for confidentiality.
- Able to prioritize tasks and work autonomously.
- Organization skills and pro-activity.
- Distinguishes him/herself by being exceptionally responsive to customer queries.

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.