

# HR CONSULTANT ENGLISH/FRENCH (M/F)

## YOUR MISSION

**As part of our outsourcing team, you will be in charge of human resources assignments for our clients. You will handle the operational management of their human resources and offer effective and proactive support to the company's management or HR department. You will be able to intervene in the following areas in particular :**

- ▶ Administration and support of staff throughout their life in the company, from their arrival to the end of their contract
- ▶ Preparation of payroll data, control of payroll returns
- ▶ Management and administration of benefits
- ▶ Keeping HR information systems up to date; legal monitoring
- ▶ Preparation of applications for INFPC co-financing assistance
- ▶ HR and payroll audits, checking HR practices in accordance with regulations
- ▶ Management of HR requests and questions from staff
- ▶ Management of HR projects

You will work closely with other teams at Securex and benefit from their support according to the needs of the clients (HRIS, payroll, fleet management, legal assistance).

In addition to your tasks, you may be required to calculate payroll files and will be trained for this if necessary.

## YOUR PROFILE

- ▶ You will be informed and trained in the various application areas related to the function.
- ▶ You have at least 2 years-experience in HR administration and/or payroll
- ▶ You have a good knowledge of the business world, its organisation and business lines
- ▶ You have excellent communication and interpersonal skills: the role involves exchanges with various correspondents within Securex, with the HR department or the managers of client companies, as well as with the Luxembourg authorities
- ▶ You must be fluent in French and English
- ▶ You are capable of taking initiatives, are able to make proposals and work independently
- ▶ You have great capacity to adapt, flexibility, rigour and organisation
- ▶ You are able to quickly find your place in new working environments thanks to your excellent listening and analytical skills
- ▶ You are customer-oriented and have the ability to make proposals, understand, translate and exceed the needs of the client

## OUR OFFER

We offer you the opportunity to work in a dynamic, innovative and participative environment. In this context, you will have the opportunity to apply your theoretical and practical knowledge of operational human resources management and to develop yourself in a varied and stimulating environment. For this permanent contract, full or part-time, we offer a competitive salary package adapted to your level of experience.

## APPLY !

Send your cover letter and CV to: [recruitment@securex.lu](mailto:recruitment@securex.lu)