

Job description HR Manager

Organisation	Challenge Airlines BE
Reports to	COO
Location	Liège - Belgium
Position Code	CHG32
Job Purpose	The Human Resources Manager is responsible, day-to-day, for overseeing and supervising the activities and employees. In this way, she/he insures that the resources are deployed to continue activities. The HR Director insures to keep workers aligned with the goals of the Company and liaise with managers and board members.
Responsibilities	<ul style="list-style-type: none"> • Develop and implement company's HR strategies and initiatives aligned with the overall group business strategy; • Ensure legal compliance throughout HR management; • Support managers in managing their organization, teams and lead the HR Team; • Plan and ensure the daily management of HR activities; • Define and manage the recruitment policy, from sourcing to onboarding new employees, mobility, promotion and offboarding; • Initiate, manage and supervise performance management, appraisal and training that drives high performance aligned with group evaluation process.; • Manage company's recruitments and sorting processes aligned with group policy; • Manage administration and payroll; • Contribute to managing social relations; • Support and contribute to workplace safety and well-being policies; • Lead and manage an Ongoing Workforce Monitoring processes: standards, employee's cost & efficiency.
Job Requirements	
Education	Master's degree in Human Resources, economics or equivalent

**Experience, Skills,
and Personal
Attributes**

- Several years' successful professional experience in hard and soft HR, ideally in an HR generalist role
- In-depth knowledge of payroll and human resources management, HR tools and databases, social legislation, the organisation of social consultation and HR best practice
- Knowledge of SD Worx software is an asset
- Excellent knowledge of English and French
- A keen interest in the business world
- Solution-oriented, people-focused, operational and agile
- Significant negotiating skills
- Proven experience in trade union relations is an asset
- A positive, inspiring and motivating attitude
- Ability to establish and manage effective interpersonal relationships at all levels of the organisation
- Previous experience in a global environment would be an asset