

ROLE PROFILE

Role Title:	HR Generalist- Payroll & Benefits Administrator
Functional Area:	HR
Reports to:	HR Manager Benelux
Employment Type:	Permanent
Date:	April 2022
Location:	Belgium

ABOUT US

RSA has a long history in Europe as a Specialty insurer, and we are a partner with a strong reputation for protecting our customers and helping brokers build their business. Our approach combines rich heritage, financial strength, customer focus, resilience and an exceptional team of dedicated experts with deep technical know-how.

RSA Luxembourg S.A. is a subsidiary company of RSA, one of the world's leading international general insurers with over 300 years' experience in providing peace of mind to individuals and protecting small businesses and large corporations from uncertainty.

RSA in the BENELUX employs 80 people and is located in 4 offices: Rotterdam, Antwerp, Brussels and Luxembourg. Lots of people work for a global company. But RSA is the global company that works for you. Whoever you are, wherever you want to go. Because we don't just value individuality – we've built our business on it.

***RSA is committed to creating a diverse environment and proud to be an equal opportunity employer.*

MISSION

This role has primary responsibility for providing an excellent payroll service as well as benefits and overall HR administration, being in close contact with our employees and external HR providers.

This role would suit a service minded individual who can work with excellent attention to detail and who has strong organisational skills with a genuine interest in all HR related topics. Being able to use extreme discretion to work with confidential information is key. Further, having a social and approachable nature is important as you will assist our employees with their questions on payroll, benefits and other HR related matters. Knowledge of Dutch and English is required, a basic knowledge of French is also a minimum.

This role is part of the BENELUX HR team and reports into the HR Manager BENELUX.

MAIN RESPONSIBILITIES

COMPENSATION & BENEFITS:

- Provide all payroll elements monthly to the external payroll provider. Ensure accurate monthly output from payroll to finance.
- Administer employee benefits
- Annual bonus calculations and producing of bonus payment letters
- Absence management
- Staff costs budget preparation

RECRUITMENT & EXIT:

- Coordinate and follow-up pre-employment screening
- Produce and manage contracts of employment
- Manage hire/termination documents & onboarding
- Manage personnel files

LEGAL & COMPLIANCE:

- Update working regulations, policies

FINANCIAL/REPORTING

- Monthly reporting (FTE, absenteeism)
- Prepare ad hoc reporting documents

- HR invoice administration

TRAINING & DEVELOPMENT & PERFORMANCE MANAGEMENT

- Manage Training overview
- Performance rating administration and calculations

SAFETY & PREVENTION

- Support teambuilding activities, special recognitions
- Support diversity & inclusion initiatives

REQUIREMENTS & SKILLS

Requirements:

- Relevant bachelor's degree or equal through experience
- Excellent language skills: Dutch and English, French is a plus
- Location: Split between home and the office(s) in the home country.
- Occasional travel required to the other locations in the Benelux region.

Track Record:

- Over 2 years's experience in similar HR role.
- Excellent attention to detail in delivering all aspects of HR administration
- Excellent prioritization skills
- Experience of working with external payroll provider
- Excellent working knowledge of Excel
- Track record of working independently
- Keeping up to date with latest HR legislations
- Pro-active and willing to learn new things

HOW TO APPLY?

If you are interested in applying to this job position, please send us your CV to: martagarcia.fernandez@eu.rsagroup.com

In compliance with the provisions of the General Data Protection Regulation ("GDPR") we inform you that the personal data collected in relation to the job offer of your interest will be incorporated into a file owned by RSA Luxembourg, S.A. in order to manage your application.

You can exercise your rights of access, rectification, cancellation, and opposition by sending a letter to Edif. Torre Europa, Pº de la Castellana, 95 – Planta 19 – 28046 Madrid (SPAIN) attaching a photocopy of your ID or equivalent official document proving your identity.