



CSP Zeebrugge Terminal NV

The Ports for ALL

## POSITION DESCRIPTION

### HR & Payroll Officer

#### **PURPOSE**

- The main focus is the preparation and execution of the payroll, compensation & benefits related activities and to ensure that employees receive timely and accurate payment and information
- The function is also responsible for HR project & optimisations and works closely together with the HR team

#### **PRINCIPAL ACCOUNTABILITIES**

##### **PAYROLL**

- Responsible for timely & accurate payment of all employee salary & benefits in line with legal & company requirements (blue, white collar, expat)
- Follow up of our time registration system and adjust were needed to prepare the transfer of data to the payroll system.
- Check and apply Collective Labour Agreement in the payroll
- Make sure the data in the payroll system is adjusted to salary increases, CLA increases (after approval by HR manager) as well as for any other adjustments based on agreements/legislation
- Ensures all legal documents/contracts are created or adjusted (new hires, terminations or promotions) both on paper and in the systems according to legal obligations
- Follow-up on all other HR related benefits and contract adjustments
- Close communication with our external agency for our expat employees from headquarter, expat payroll and legal documents (single permit, tax, legal...)
- Controls and acts accordingly on all invoices related to payroll and personnel administration of employees
- Responsible for follow-up and addressing social law via updates and adjustments. Assist in the implementation and adjustment of social law related topics
- Interact with our employee regarding questions related to their pay and personal file in a timely and constructive matter
- Works closely together with our Finance Department in relation with salary costs
- Support, advice and prepare HR budgeting, social inspections or audits
- Ensure reports on salary cost, headcount and other payroll related items when according to legal requirements.
- Ensure the HR system are up to date (training, pay, leave)
- Set-up of the yearly performance incentive calculation & system (FIP – Flexible Income Plan, in collaboration with SD Worx)
- Responsible for social elections if applicable
- Communication with staff on payroll related matters
- Other comp & ben related tasks as required or applicable

##### **HR SUPPORT & INVOLVEMENT**

- Onboarding – off boarding of employees in close collaboration of the HR colleagues
- Lead, collaborate & assist in HR projects (optimisations, staff related events, e-tools, comp & ben...) or cross-departmental / external projects
- Assist in the smooth organisation of training, follow-up and reporting or new implementation /

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procedures. Ensure correct training admin & subsidies.

- Create, instantiate, interpret and follow-up on HR policies & HR metrics, data & reporting
- Collaborate in staff wellbeing projects or events (organisation of business updates, staff wellbeing initiatives or team events etc)

This list is not limitative.

Progress & tasks in the role are also subject to experience.

## **REPORTING AND SCOPE**

- Part of the HR team (HR Manager, HR Business Partner & an Administrative Assistant)
- This position reports to the HR Manager

## **MAIN WORK/BUSINESS CONTACTS**

- Internal

All staff at terminal in different departments for employee/payroll related items  
Accounting department.

- External:

Social secretariat (SD Worx) and all payroll related contacts (Legal and tax advisors, Payroll consultants, Governmental parties...) etc.

## **CRITICAL QUALIFICATIONS/SKILLS/EXPERIENCE**

- Requires a college degree preferably in human resources or an HR link
- Requires an experience in general human resources preferably in the private sector.
- Background in labour and employment law. Willing to get up to speed on labour relational topics and social law by continuous learning.
- Some knowledge of human resources standards in the areas of compensation, employee relations, general benefits, employment are a strong asset
- Good computer skills and must be able to use Payroll software (such as time registration (preferably protime), payroll database (preferably e-blox), and excel.
- Able to work effectively with all levels of employees
- A collaborative work style which is compliant to our company values.
- Strong analytical skills, including the ability to analyse data and highly detailed and accurate.
- Respect to monthly payroll deadlines
- Willing to go to work related trainings (during and after working hours) for their professional growth
- Requires good verbal and written communications skills in English and excellent communication skills in Dutch.
- Able to handle confidential company and employee information with complete discretion.

## **LEARNING & CAREER OPPORTUNITIES**

**In this position, the incumbent will have an opportunity to acquire skills and knowledge in the following areas:**

- In depth exposure to professional HR practices & payroll, compensation & benefits matters
- Departmental Projects & HR projects
- Various training opportunities
- Working in a maritime business & international context