



Ontex is looking for a

Group HRIS Specialist

Ontex is a fast growing international company where people are the most valuable asset. To reinforce our Group HR team we are looking for a Group HRIS Specialist, reporting directly to the Group HR Director Comp & Ben

Your role

The Group HRIS Specialist plans and directs the organization's ongoing HRIS administration to support short and long range Human Resources goals and is responsible for providing leadership regarding the development and smooth running of HR technology at Group level. The role supports the business with the best solutions to record, monitor and maintain personal information, provide smart solutions to streamline HR processes and provide the business with intelligence on resources by creating HR dashboards, reports and analytics. He/she provides user, data and technical support for the SAP/Successfactors system as well as other HR related systems, working with the HR community and IT teams.

In doing so you will:

- Lead the HRIS function while managing day-to-day activities to support the wider HR community and other interrelated functions through a network of Key Users. Regularly report on progress and status.
- Develop and maintain documentation of HRIS processes and tools, system training material and educate HR and other end-users in the effective use of HR systems
- Serve as key liaison between HR, IT, external vendors, various stakeholders, and functional support teams as it relates to the use of HR Technologies. Serve as subject matter expert on HRIS system to respond to questions and inquiries of colleagues within HR and other Departments (3rd line support).
- Be the technical lead for Group, Divisional and Local Human Resources departments, responsible for troubleshooting, analyzing, detecting, identifying, and correcting technical problems and deficiencies.
- Ensure that HRIS systems are in compliance with current Human Resources policies and guidelines, together with the functional domain owner.
- Establish and maintain security and integrity controls
- Ensuring quality and consistency of HRIS databases information and develop data audits to test the quality
- Manage projects associated with implementing new functionality and/or enhancements and conversions to existing functionality, including requirements analysis and documentation, design, testing and deployment change management. Review of requirements and scope documents and identify risks. Ensure the delivery of projects on time and on budget.
- Create and drive enhancements into current HR dashboards and reporting. Ensure that standard and ad hoc analysis and reporting meets the needs of the clients: information requirements and formats are defined, complexity of request is evaluated, determination made how to best satisfy request, and relevant reports are developed. Responsible for HR integrations.
- Keep current on key HR systems technology and trends; stay abreast of best practices in HR systems and reporting technology. Proactively identify and search for and propose further improvements to enhance the end users experience.

Your profile

Educational/experience requirements

- Master degree or equivalent
- 5-7 years HRIS experience in Human Resources
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Job specific competencies

- HRIS experience, preferable SAP HCM and SuccessFactors
- Understanding and knowledge of HR business processes and data
- Skills in complex/technical problem solving, critical and creative thinking, analyzing and research
- Meticulous, detailed, project oriented, well-organized, service minded and able to work independently to meet deadlines
- Ability to maintain composure in addressing stressful and challenging situations
- Good oral and written communication skills. Effectively communicate with internal and external customers
- Fluent in English language, other languages is an asset
- Keep high level of confidentiality

We offer you

- A professional environment with a wealth of opportunities for your personal growth and career development.
- A fun working atmosphere where team spirit is the real deal.
- Exciting and challenging projects with an international scope.
- A competitive salary package in line with your experience.

Interested?

Please send your CV and motivation letter to jobs.aalst@ontexglobal.com before 20/12/2016

About Ontex

Ontex is a leading international producer of disposable personal hygiene solutions for all generations. We distribute in more than 110 countries through leading retailer private labels, as well as under our own brands. The group employs 8,000 employees over the world. Ontex is listed on Euronext Brussels and is part of the BEL20® index. To support our continuous growth, we are recruiting multiple profiles, in various regions. If you want to be part of this exciting journey, join our online community by consulting our job opportunities!

About our office

Ontex Aalst has been the headquarters of the Ontex Group since June 2014. At Ontex Aalst we focus mainly on functions such as marketing, sales, R&D, quality, sustainability, finance, ICT, legal, HR, supply chain, and procurement. Our site has about 180 employees who are all dedicated to our company and our vision.