



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 Reward & HRIS team we are looking for a Group HRIS Specialist, reporting directly to the Group HR Reward & HRIS Director.

Your role

The Group HRIS Specialist teams up with the Group HRIS Manager in tackling challenging HRIS projects with a scope that is spread out over the entire group. Our fast paced growth requires existing systems to run smoothly and new tools to be developed and deployed. The role has the potential to grow alongside the increasing footprint of tools and systems in our business.. The role will support 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. It provides user, data and technical support for the SAP/Successfactors system as well as other HR related systems, acting as the interface between the HR community and IT teams.

In doing so you will:

- 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 systems to respond to questions and inquiries of colleagues within HR and other Departments .
- Manage 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, training materials and educate HR and other end-users in the effective use of HR systems
- Establish and maintain security and integrity controls
- 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: define information requirements and formats, evaluate the complexity of the request, analyse how to best satisfy request, and develop relevant reports
- Monitor quality and consistency of HRIS databases information and develop data audits to test the quality
- Keep current on key HR systems technology and trends; stay abreast of best practices in HR systems and reporting technology. Proactively identify, search for and propose further improvements to enhance the end users experience.

Your profile

Educational/experience requirements

- Master degree or equivalent by experience
- 2-3 years of HRIS experience
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Job specific competencies

- HRIS experience, preferably with SAP HCM and SuccessFactors
- Good understanding and knowledge of HR business processes and data
- Skilled 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 bring your enthusiasm forward by sending us your CV and motivation letter at jobs.aalst@ontexglobal.com

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.