

The European Federation of Building and Woodworkers (EFBWW) is recruiting a full-time HR & Finance officer(M/F)

The successful candidate will be responsible for HR management and financial management of the EFBWW in close cooperation with and under the direct guidance of the General Secretary. He/she will also assist and support the General Secretary with general EFBWW policy matters.

The successful candidate works accurately and discreetly. He/she has a great sense of autonomy and is an organisational talent with attention to details, priorities and deadlines.

Tasks:

- HR management: assistance with recruitment, welcoming new staff, performance management, all aspects of payroll management, insurance, management of staff files, etc.
- Digitalisation of staff administration in cooperation with the social secretariat
- Follow-up and signalling legal developments regarding staff and financial matters in cooperation with the social secretariat and the external accountant
- First point of contact for EFBWW staff members for practical matters, information and advice
- Financial management: bookkeeping, preparation of draft budget and budget management, and financial reporting
- Financial follow-up of EU projects
- Assistance and support of the General Secretary with general EFBWW policy matters
- Miscellaneous : follow-up of EFBWW ASBL matters, contacts with external suppliers and services, etc.

Profile:

- A reliable and honest person who can handle sensitive or confidential information in a meticulous, structured and discreet manner
- Organisational talent
- Able to work independently and in team
- Good with numbers and strong analytical skills
- Extensive work experience (at least 5 years) in HR, and/or bookkeeping and financial management
- Basic knowledge of Belgian social legislation is a must (additional legal knowledge is an asset)
- Good communication skills (oral and written) and knowledge of Dutch and/or French are a basic requirement

- Good knowledge of English (international work environment)
- Knowledge of Word, Excel, Outlook is absolutely essential (additional IT skills are a plus)

Our offer:

- Contract for an indefinite period
- A full-time job in a 34-hours working week
- Competitive wage, good wage conditions and fringe benefits (meal vouchers, group insurance, hospitalisation insurance, commuting allowance, 13th month bonus, extra days of holiday,...)
- A pleasant job with a varied range of tasks in an international environment
- Dynamic, agreeable work environment with respect for a good balance between work/private life
- Possibilities to follow further training courses in order to complete the existing competences

Procedure:

If you recognise yourself in the above description and are interested in applying, please get in touch as soon as possible. We look forward to hearing from you and getting to know you. Please email your CV and covering letter to:

gdp@efbww.eu with "HR/Finance vacancy" in the subject line of the email.

The deadline for applications is 25 February 2022.

We plan to hold interviews in March-April 2022 at our offices at Rue Royale 45 (first floor), B-1000 Brussels. Any travel expenses will be reimbursed upon presentation of tickets/receipts.

The EFBWW is an equal-opportunities employer. It applies a policy of equality and considers applications without prejudice with regard to gender, race, sexual orientation, ethnic or social origin, political opinion, age or disability.

Proposed starting date: 1st June 2022. Could you be our next colleague?

European Federation
of Building
and Woodworkers

