

## Home Invest Belgium – HR Manager/HR BP

### Job description HR Manager / HR BP

We are looking for an experienced HR Manager / HR Business Partner who will be responsible for all HR aspects within our company. Do you have a passion for people and a talent for managing the full HR spectrum? Then you are the person we are looking for! You will work directly with management and play a key role in the growth and development of our company.

As an HR Manager / HR Business Partner, you are the go-to person for everything related to human resources. You manage the HR function as a whole and ensure efficient operations and continuous improvement of HR processes. Your main tasks and responsibilities include:

- **Recruitment and selection:** You manage and coordinate the entire recruitment process, from job posting to interviewing and selecting candidates.
- **Onboarding and offboarding:** You coordinate the onboarding of new employees and ensure smooth offboarding. You make sure each new hire feels welcome, is assigned a buddy, receives IT equipment, and that all administrative documents are ready and completed.
- **Performance management:** You drive the evaluation process, coordinate it, provide supporting documents, and ensure updates where needed.
- **Training and development:** You identify training needs, create and manage the training plan, liaise with training providers, handle registrations, subsidies, and follow-up.
- **Personnel administration:** You ensure accurate and efficient management of personnel files and documents, execute monthly payroll in SD Worx, make necessary adjustments, and answer employee questions.
- **Fleet management:** You manage the vehicle fleet, inform employees, handle fines, and ensure vehicle changes are correctly documented in payroll.
- **HR policy and compliance:** You ensure all HR processes comply with legislation and work with management to roll out new rules and procedures.
- **Employee relations:** You support and advise management and employees on HR-related issues and conflict resolution, such as dismissals or corrections.

### Your profile

The ideal candidate for this position has the following qualifications and attributes:

- A bachelor's degree in Human Resources, Business Administration, or a related field.
- A generalist profile (not a specialist) with at least 10 years of experience as an HR Business Partner, preferably in an SME environment.
- Knowledge of social legislation and HR processes, or the willingness to quickly acquire this knowledge through training.
- Excellent communication skills in Dutch and French; knowledge of English is a plus.
- Ability to work independently and make decisions.
- Strong organizational skills and attention to detail.

- A proactive mindset and the ability to initiate and implement change.

## Our offer

At Home Invest Belgium, you get more than just a job – you become part of a warm, dynamic, and people-focused organization. Our mission, “Becoming the landlord of choice,” is reflected in everything we do: we don’t just build real estate, we build strong teams and a positive work culture where everyone feels valued.

Our core values – entrepreneurship, excellence, integrity, customer focus, sustainability, and teamwork – form the foundation of our company culture. We believe in open communication, mutual respect, and an inclusive environment where you can be yourself and grow.

### What can you expect in concrete terms?

An attractive compensation package, including:

- A monthly gross salary aligned with your experience
- Meal vouchers of €8 per worked day
- A 13th month
- An annual collective bonus (CAO90)
- Expense allowance, internet and telework compensation
- Hospitalization insurance (also for your family) and group insurance
- Laptop, mobile phone, and subscription under our Choose Your Own Device policy
- Electric company car or mobility budget

Flexibility and well-being:

- 33 vacation days (20 statutory, 12 ADV, 1 extra HIB day)
- Activity-Based Working with flexible work zones
- Buddy system and support from day one
- Fitness membership at Stadium

Room for development:

- Tailored training opportunities and growth paths
- An environment where taking initiative is encouraged

With us, you’re not just a number – you’re a valued colleague helping shape the future of urban living in Belgium.

<https://homeinvest.be>