

Home Invest Belgium – HR Manager (M/V/X)

We are looking for an HR Manager (M/V/X)

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.

Your role...

1. Strategic Talent Acquisition and Workforce Planning

- Develop and implement the organisation's recruitment and talent acquisition strategy aligned with business growth objectives.
- Lead and oversee the full recruitment and selection process, ensuring high-quality hiring decisions.
- Advise management on workforce planning, organisational structure, succession planning and employer branding.
- Build and maintain relationships with recruitment partners and external stakeholders.

2. Employee Lifecycle Management

- Design, implement and continuously improve onboarding and offboarding processes to ensure a consistent employee experience and full compliance.
- Oversee the integration of new employees, ensuring all operational, administrative and contractual requirements are completed.
- Develop retention initiatives and analyse employee lifecycle data to support business performance.

3. Performance and Organisational Development

- Own the company's performance management framework and ensure its effective implementation across all departments.
- Advise managers on performance improvement, talent development, succession planning and organisational effectiveness.
- Lead the annual performance review cycle, monitor outcomes, analyse performance trends and recommend improvement initiatives.
- Support management in complex employee performance matters, including Performance Improvement Plans (PIPs) and disciplinary procedures.

4. Learning, Leadership and Talent Development

- Develop and implement the company's learning and development strategy.
- Identify organisational capability gaps and establish annual training plans aligned with business priorities.

- Manage relationships with external training providers and oversee grant and subsidy applications where applicable.
- Evaluate training effectiveness and report on return on investment.

5. HR Operations, Payroll and Employee Benefits

- Ensure the integrity and compliance of all HR administration, personnel records and employment documentation.
- Oversee monthly payroll processing in collaboration with SD Worx and ensure compliance with applicable employment and tax legislation.
- Manage employee benefits, insurance schemes and related third-party providers.
- Act as the primary escalation point for complex payroll, employment and benefits matters.

6. Fleet, Mobility and Compensation Administration

- Define and oversee company mobility policies, including company cars, bicycle leasing and mobility budgets.
- Manage external suppliers and ensure compliance with company policies and fiscal regulations.
- Supervise payroll-related mobility administration and ensure accurate documentation and reporting.

7. HR Governance, Compliance and Risk Management

- Develop, implement and maintain HR policies, procedures and governance frameworks.
- Monitor developments in employment legislation and ensure organisational compliance with all applicable labour, social security and employment regulations.
- Assess HR-related risks and advise executive management and team leaders on appropriate mitigation strategies.
- Lead the implementation of new HR policies, organisational changes and compliance initiatives.

8. HR Leadership Responsibilities

- Serve as the principal HR advisor to the Management Team on strategic people matters.
- Support management in sensitive and confidential employment matters while ensuring legal compliance and consistency.
- Represent the HR function in management meetings and contribute to strategic business planning and organisational decision-making.
- Exercise independent judgement when making strategic HR and organisational decisions.
- Report directly to executive management and provide strategic recommendations on matters affecting the Company as a whole.

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 5 years of experience in a generalist HR role.
- Knowledge of social legislation and HR processes.
- 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...

What can you expect in concrete terms?

An attractive compensation package, including:

- A monthly gross salary aligned with your experience
- Meal vouchers of €10 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>