



JUNIOR CONSULTANT

HR-ADMINISTRATION AND PAYROLL MANAGEMENT

ABOUT DHR PARTNERS

DHR Partners is a young start up active in HR Consulting and Project Management. DHR Partners specialises in Employment Cost Management and change.

DHR Partners is a **dedicated team of HR professionals**, experienced in supporting companies to develop effective **HR concepts and drive sustainable, concrete changes**.

With a focus on hard HR domains, **we guide companies** seamlessly through complex HR and organizational challenges.

Our **tailored services**, including Project Management and HR Consultancy, help create a culture of success, continuous growth, employee engagement, and well-being.

We pride ourselves on **turning exceptional ideas into dynamic, tangible daily HR operations**, backed by proven success stories and a commitment to delivering measurable **value to our clients**."

YOUR RESPONSIBILITIES:

As a DHR consultant you will actively partner with our clients and

- Run the HR administrative processes;
- Support the implementation of compensation & benefits projects in accordance with the various partners' HR policies and the social legal, fiscal and administrative framework;
- Manage the daily administration of all corporate benefits/plans under the guidance of the Reward Partners;
- Monitor the exactness of transaction processing and data quality of assigned projects;
- Analyse, audit and report on the various projects we take care of, identify discrepancies to the team;
- According to the demands of our clients, act as the first point of contact for partner employee inquiries, follow up mailboxes and resolve queries within the agreed SLA;
- Timely escalate the more complex queries to the Reward Partners;
- Maintain the various processes, review/update and create new ones as needed;



- Manage manual and automated workflows for various partners, according to assigned projects.

YOUR PROFILE:

- You have a thorough knowledge of Excel, Word and Powerpoint;
- Thanks to your great analytical skills, you are driven to look for the smallest detail;
- You have great empathy and empathize with the expectations of our partner;
- You have a critical eye;
- You think along and are creative;
- You are solution-oriented and enjoy tackling complex challenges.µ;
- You are either fluent French or Dutch with a good command of the other language and you have a solid knowledge of English.

WHAT WE OFFER

Besides a dynamic environment where all colleagues work as partners together, you will find

- An attractive total reward package (that's our core business) including profit premium, company car (EV) and "state of the art" medical insurance & group insurance;
- A team where everyone is respected, valued and is free to be themselves;
- A flexible working schedule including tele working;
- The trill of a growing company putting every ones talents at the best;
- A great team to work with and learn from;
- Continuous learning through training and experience building