



HUMAN RESOURCES MANAGER

Part-time 3/5th or 4/5th

ABOUT THE EMPLOYER

Rotor DC (aka Rotor Déconstruction) is a cooperative that aims to develop the regional ecosystem that ensures the reuse of construction materials and furniture. We work with companies, associations and private individuals. We recover, process and sell materials and furniture from demolition/renovation sites, as well as from other sources. To meet these challenges, we develop innovative approaches and know-how in terms of dismantling, logistical systems and the processing of contemporary building materials, with a focus on finishing elements. Rotor DC is known as a major player in the implementation of circular economy principles in Brussels (www.rotordc.com). With a passionate and committed team of around twenty employees, we make it a point of honour to foster a friendly, innovative and respectful working environment.

JOB DESCRIPTION

We're looking for a motivated and dynamic super colleague to foster a stimulating working culture and provide individual support for our workers. You will occupy a key position within Rotor DC, being responsible not only for classic "HR" tasks (personnel administration, recruitment, skills development), but also for setting up initiatives to encourage cohesion and motivation within the team. In dialogue with the team coordinators, you will help to develop the governance of a unique cooperative company.

Rotor DC is reinventing the profession of building materials retailer in an urban, inclusive and cooperative context. The team brings together a wide range of profiles - creative, sensitive, committed - committed to working together and to the social and environmental impact of the project. They have come from a variety of backgrounds (internships, temporary work, adapted work, salaried employees, cooperators), often part-time, and their motivations go beyond strictly economic considerations: training, autonomy, quality of exchanges and a sense of meaning in the work take centre stage.

The person in charge of human resources will play a driving role in supporting and structuring this dynamic.

RESPONSIBILITIES AND MAIN TASKS

- Managing the recruitment and integration of new staff: exploring a variety of distribution channels, paying particular attention to unsolicited applications, helping to identify profiles that resonate with the project, and ensuring a warm and structured welcome so that each new member of staff feels welcome and supported;
- Ensuring the administrative management of staff;
 - Internal: contracts, absences, payroll in collaboration with the accounts department, reporting, etc.
 - External: liaison with the social secretariat, the occupational health service, ONSS, ONEM etc.
- Ensure that HR policies comply with social legislation and employment law;

- Advising and supporting the Management Group on issues relating to human resources and governance. Being a driving force behind proposals and developing a personnel policy tailored to the size, needs and values of Rotor DC. Participating in a spirit of solidarity in decisions concerning personnel, and supporting their implementation.
- Continuous information and training on subjects related to personnel management, participative governance, etc. To be able to put forward innovative ideas and proposals on this subject.
- Ensuring that individual interviews run smoothly in collaboration with the team coordinators: listening, monitoring, dealing with any difficulties and finding appropriate solutions;
- Promote a healthy, inclusive and motivating working environment, in collaboration with our person of thrust, and our safety & wellbeing coordinator. Detect and prevent cases of tension or demotivation;
- Managing crisis situations: moderating and reacting quickly when necessary, implementing action plans, informing teams and guaranteeing continuity and well-being.
- Monitor attendance, absences, recoveries and delays on a daily basis. Organise replacements in the event of absence or reallocation of available manpower in the event of a work peak within a sub-team.
- Occasionally, you will have the opportunity to work for a day in one of the sub-teams (shop, depot, encoding) so as to gain “hands-on” knowledge of the content of different jobs.
- Organising training and skills development initiatives within the team;
- Organising and facilitating plenary meetings and in-house events: monthly team meetings, greening, teambuilding, etc;
- Ensuring that the procedure manual is kept up to date and that the documents governing cooperation within the team are properly applied. Regularly explain the company's rules and decision-making processes to all staff ;
- Help with drafting and monitoring subsidised projects (related to salary costs).

REQUIRED PROFILE

- Degree in Human Resources, Management or related field ;
- Significant experience in HR management, ideally in the private sector at SME scale;
- Energetic personality, excellent communication and interpersonal skills ;
- Assertiveness, ability to reframe a discussion ‘on the fly’;
- Interest in or experience of alternative decision-making models, collective intelligence, etc.
- Organised, rigorous and confidential;
- Availability and flexibility ;
- Ability to work independently while being a true team player;
- Proficiency in basic IT tools (Outlook, Word, Excel, etc.).
- Excellent knowledge of French and English/Dutch;

We're looking for talented people who may not have the traditional training, but who bring unique skills, dynamism and fresh perspectives.

CONDITIONS

- Length of contract:
 - 6-month fixed-term contract with the possibility of extension to an indefinite period, from September at 3/5ths or 4/5ths;
- Place of work: Avenue de Bâle 3, 1140 Evere (SNCB Bordet station, MIVB "Da Vinci" stop), with the possibility of home working;
- Status: employee, fixed-term contract;
 - Salary: Scale: €3082.43 Gross ($\Rightarrow$ % = €2465.95, % = €1849.46) + double holiday pay, annual sector bonus (CP200) and ecocheques, end-of-year bonus, reimbursement of travel expenses, meal vouchers, telephone expenses reimbursed ;

SUBMISSION OF APPLICATIONS

Applications must be sent by 28th of August (end of day) to contact@rotordc.com.