



ERP/IT Manager (EN / NL / FR)

Part-time (3/5 or 4/5)

ABOUT THE EMPLOYER

Rotor DC (aka Rotor Déconstruction) is a cooperative dedicated to developing a regional ecosystem that facilitates the reuse of building materials and furniture. We collaborate with businesses, organizations, and individuals alike. We collect, process, and sell materials and furniture sourced from demolition and renovation sites, as well as other sources. To address these challenges, we develop innovative approaches and expertise in dismantling, logistics systems, and the processing of contemporary building materials, with a focus on finishing elements. Rotor DC is recognized as a key player in implementing the principles of the circular economy in Brussels. (www.rotordc.com). With a passionate and dedicated team (about 20 employees), we make it a point of honor to foster a friendly, innovative, and respectful work environment.

Rotor DC is reinventing the role of the building materials retailer within an urban, inclusive, and cooperative framework. The team brings together a diverse group of individuals—creative, empathetic, and committed—who are dedicated to collaborative work and the project's social and environmental impact. Our backgrounds are diverse (interns, temporary workers, adapted employment, employees, cooperative members), often part-time, and our motivations go beyond strictly economic considerations: training, autonomy, the quality of interactions, and a sense of purpose in our work are central to the experience.

JOB DESCRIPTION

We are looking for a motivated and dynamic colleague to oversee the IT development of our cooperative and the implementation of the integrated management software (ODOO). You will work with the various teams to coordinate the operational changes necessary for RotorDC to run smoothly, with a focus on continuous improvement. You will hold a key position within RotorDC, actively participating in the strategy and development of our activities. Working closely with the different teams, you will serve as a pivotal link between them, acting as the interface between the digital and human aspects of our operations.

MAIN RESPONSIBILITIES AND DUTIES

ERP Management (Odo)

- Proficiency in the general operation of the ERP system used at RTRDC;
- Understanding of the system's features and user requirements;
- Auditing of processes and requirements for the design, development, configuration, and deployment of the ERP system;
 - Analysis of user requests (level of urgency, relevance to overall development, relevance to the budget, etc.);
 - Translation of these into clear, time-bound objectives (drafting and validating specifications);

- Administrative management and operational monitoring of modifications/updates with our third-party implementer;
- Testing of internal developments and solutions provided by the implementer + identification and resolution of issues identified during testing;
- Ensuring the functional availability of the application and databases (monitoring external developers, monitoring hosting quality, bug-tracking and maintenance);
- Implementation of operational procedures (account management, rights management, etc.);
- Coordination of internal ERP training and participation in the creation of user training materials;
- Advising the Management Group on ERP developments to be planned and anticipated;
- Managing relationships with external companies (Odoo hosting, developers, etc.)

IT Management

- Ongoing analysis and monitoring of the company's IT needs;
- Cybersecurity and data protection risk management;
- Recommendations for upgrades and implementation of new software and hardware;
- Proactively suggesting ways to continuously improve RotorDC's IT environment.

JOB PROFILE

- Technical or scientific degree (computer science, engineering, etc., or equivalent skills)
- Excellent computer skills and analytical ability.
- Strong communication and interpersonal skills, enabling you to easily understand and convey information using appropriate technical language;
- Demonstrate rigor, a methodical approach, and determination;
- Ability to adapt to changes in the IT environment;
- Proficiency in ERP structures and modules (knowledge of Odoo is a plus);
- Project management skills: budgeting, planning, management, risk management;
- Knowledge of web design is a plus;
- Fluent in business English;
- Proficiency in French or Dutch is an asset;
- Availability and flexibility;
- Ability to work independently while being a true team player;
- Interest in or experience with alternative decision-making models, collective intelligence, etc.

We are looking for talented individuals who may not have a traditional background/training but who bring unique skills, energy, and fresh perspectives.

TERMS AND CONDITIONS

- Contract:
 - 6-month fixed-term contract with the possibility of extension to a permanent position, on a 4/5 schedule;
 - Start date: **May 2025**
- Work location: Avenue de Bâle 3, 1140 Evere (SNCB Bordet Station, MIVB "Da Vinci" stop), with the possibility of remote work in accordance with current guidelines;
- Employment status: employee, fixed-term contract;
 - Salary: Full-time senior pay scale: €3,150.56 gross (=> ⅔ = €2,520.45 gross; => ⅙ = €1890.33 gross),
 - Benefits: double vacation pay, annual sector-specific bonus (CP200) and eco-checks, year-end bonus, reimbursement of travel expenses, meal vouchers, reimbursement of phone expenses, company computer.

SUBMISSION OF APPLICATIONS

Applications must be submitted by **April 30** to the following address yannickivanov@rotordc.com.