# HR & PAYROLL ASSISTANT – BRUSSELS (COVERING BELGIUM, FRANCE & NETHERLANDS)

## WHO WE ARE

Superdry is a British, founder-led brand with a truly global presence. We’ve been proudly creating world-class product for two decades, offering genuine choice to our customers with our curated collections.

Our mission is to be the No. 1 premium sustainable style destination, delivering product that is authentic with unmatched quality and true integrity, much like our people.

We are on an ambitious journey to serve our diverse community through a premium brand that’s focused on the future, prioritises sustainability, leads with craft, and celebrates culture. We need talented people to join us on the adventure, is this you?

## THE ROLE

## Based in our Brussels office, reporting to our HR Manager Benelux, this role is responsible for providing HR administrative assistance and maintaining personnel data for our employees across Belgium and The Netherlands. This is a heavily administrative role that requires someone who is highly organised, a great communicator and who has previous HR & Payroll experience.

## You will liaise with our stores, Store Managers and Area Managers to ensure the employee data for each of our stores and head office is accurate, in compliance with legal regulations and delivered in time for processing. You will deliver first line support for all HR & Payroll queries across the spectrum of the employee’s lifecycle from new hires to employees leaving the business.

## YOU WILL

* Assist with obtaining proper backup and preparation of critical HR records and employee files, maintaining accuracy and legal compliance of all employee files
* Prepare and process payroll information for all staff in Belgium, France and Netherlands in a timely and accurate manner, in conjunction with country Payroll Bureaus. This includes status changes, in-out service, hours worked and absences, social documents and fringe benefits.
* Liaise directly with all relevant Payroll Bureaus and be the point of contact for any queries from governmental institutions and other third parties regarding social documents.
* Carry out administration for HR processes - e.g. in and out of service, absence management, performance evaluations, contract management in line with internal and legal requirements.
* Act as the first point of contact and support for employees and managers for addressing and resolving day-to-day HR issues, coordinating with the HR Manager on any complicated issues.
* Assist with the development of internal processes and procedures and provide input to ensure optimal HR service to the organisation.
* Support the HR Manager with ad-hoc requests and projects.

## YOU ARE

* Experienced in HR and operational Payroll.
* Someone with a high level of attention to detail and excellent numeracy skills.
* Fluent in French and Dutch (spoken & written); good knowledge of English.
* Knowledgeable of Belgian labour laws and social regulations, and similar experience in Netherlands & France is highly desirable.
* Ideally educated to degree level in HR or equivalent working experience.
* Able to manage confidential and sensitive employee information in accordance with guidelines.
* Able to identify and escalate compliance issues where appropriate.
* Good at balancing multiple projects and day-to-day tasks, prioritising your workload successfully.
* Someone with excellent communication skills, able to build strong relationships and influence at all levels.

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We’re incredibly proud that over 90% of our people feel strongly that they can be themselves at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.