

TADA vzw/asbl – HR Officer

What are the main responsibilities of an HR Officer?

As HR Officer, responsible for all day-to-day HR tasks, you will be the first point of contact for employees and management on human resources topics. You support HR policy-related issues and actively contribute to improving our HR processes.

- **HR Administration & Payroll** – You manage employee records, oversee payroll processing, and ensure proper follow-up on contracts, leave, and other absences.
- **Recruitment & Selection** – You are responsible for drafting job postings, publishing them on various platforms, and assisting the HR Manager in other stages of the recruitment process.
- **Onboarding** – You will ensure the smooth integration of new employees and support the training and development of talent.
- **HR Policy & Projects** – Together with the HR Manager, you contribute to personnel policies, diversity and inclusion, career development, and sustainable employability.

What does your day look like?

Your day always starts with handling urgent HR matters such as leave, sickness, and insurance, ensuring that the team can keep moving forward. Once these requests are addressed, you review your priorities and, if needed, align with your manager. These priorities take up about half of your time and include recurring tasks like payroll management, tracking leave entitlements, and onboarding or offboarding colleagues. Using TADA's calendar, you schedule fixed moments to focus on these tasks. The other half of your time is spent answering ad hoc questions from team members, supporting managers with HR projects, working within TADA's digital tools, or using the time to get everything in order.

Your Profile

- You are autonomous, proactive, and have excellent communication skills. With your discrete and diplomatic attitude, as well as your commitment to the best interests of the organization, we can confidently entrust you with confidential information.
- You enjoy planning and working with precision.
- You are proficient in using digital tools and quickly adapt to new software.
- You have a strong affinity with the mission and values of our organization.
- You are multilingual: you are fluent in either Dutch/French, Dutch/English, or French/English.
- You hold a bachelor's or master's degree or have gained equivalent experience through your professional background. A first experience in a similar role is a plus.

What does TADA offer you?

- A job with social impact in an organization that makes a difference and where people are key. TADA has experienced strong growth and aims to continue expanding.
- A versatile role with plenty of autonomy and development opportunities.
- A permanent contract, flexible working hours, and the possibility to work partly from home.
- A market-aligned salary with extra-legal benefits and top-quality IT equipment.
- A collaborative and informal work environment where initiative is valued. You will work in a comfortable and inspiring office (Porte de Namur, Brussels) with excellent IT equipment (iPhone, MacBook).

Ready to work for an organization with real impact? Apply today and become our new HR Officer!

<https://www.tada.network/>