



*Ontex is looking for an*

## **HRIS Specialist**

Ontex is a fast growing international company where people are the most valuable asset. To reinforce our Human Resources team, we are looking for an HRIS Specialist. We offer a 6 month contract with possibilities of prolongation / permanent contract

### ***Your role***

The Group HRIS Specialist teams up with the Group HRIS Manager in tackling challenging HRIS projects with a scope that is spread out over the entire Ontex Group. You will be part of the Group HR team. Our fast paced growth requires smooth running systems. With that same growth also come exciting new projects with an increasing complexity which will be aligned with your growth within the role. The role supports the business with the best solutions to record, monitor and maintain personal information, provide smart solutions to streamline HR

- Manage day-to-day activities to support the wider HR community and other interrelated functions through a network of Key Users.
- Develop and maintain documentation of HRIS processes and tools, system training material and educate HR and other end-users in the effective use of HR systems.
- Serve as key liaison between HR, IT, external vendors, various stakeholders and functional support teams as it relates to the use of HR Technologies.
- Establish and maintain security and integrity controls.
- Manage projects associated with implementing new functionality and/or enhancements and conversions to existing functionality, including requirements analysis and documentation, design, testing and deployment change management.
- Create and drive improvement into current HR dashboards and reporting. Ensure that standard and ad hoc analysis and reporting meet the needs of the clients: information requirements and formats are defined, complexity of request is evaluated, determination made of how to best satisfy request, and relevant reports are developed. Responsible for HR integrations.
- Ensuring quality and consistency of HRIS databases information and develop data audits to test the quality.
- Keep up-to-speed on key HR systems technology and trends; stay aware of best practices in HR systems and reporting technology.

### ***Your profile***

- Master degree or equivalent by experience
- Fluent in English, other languages are an asset
- A first work experience is welcome
- Interested in HR Software systems & proficient in Microsoft Office
- Willing to learn in a fast changing technological environment
- Analytical mindset, problem solving, critical and creative thinking



- Project oriented, well-organized and able to work independently to meet deadlines
- Service-minded & effective communication skills
- Discretion & confidentiality are key

#### ***We offer you***

- A 6 month contract with possibilities of prolongation / permanent contract
- A professional environment ideal for your personal growth and career development
- A fun working atmosphere where team spirit is the real deal
- Exciting and challenging projects with an international scope
- A competitive salary package in line with your experience

If you are interested, please apply on-line through the following link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=2887&company=C0002505869P&username=>

For more information on Ontex, visit our website: [www.ontexglobal.com](http://www.ontexglobal.com)

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#### About Ontex

Ontex is a leading international producer of disposable personal hygiene solutions for all generations. We distribute in more than 110 countries through leading retailer private labels, as well as under our own brands. The group employs 8,000 employees over the world. Ontex is listed on Euronext Brussels and is part of the BEL20® index. To support our continuous growth, we are recruiting multiple profiles, in various regions. If you want to be part of this exciting journey, join our online community by consulting our job opportunities!

#### About our office

Ontex Aalst has been the headquarters of the Ontex Group since June 2014. At Ontex Aalst we focus mainly on functions such as marketing, sales, R&D, quality, sustainability, finance, ICT, legal, HR, supply chain, and procurement. Our site has about 180 employees who are all dedicated to our company and our vision.