



Zurich Commercial Insurance Benelux is part of the Zurich Group and is one of the most specialized insurance companies within non-life insurance for local and international business in the Benelux market.

Within Commercial Insurance Zurich offers a broad range of local and international insurance solutions from medium local to large multinational companies. Understand, manage and cover risks is crucial to be successful in a complex and fast changing environment.

Are you ready to start a new adventure within a market leader of the insurance industry?

We are currently looking for a M/F to operate in our Zaventem and The Hague office:

HR Professional Benelux

As HR Professional you actively **support the Benelux HR team** in its **recruitment, learning and development** activities and you are open to take on a variety of **HR projects**. At the same time, being part of a small team, you act as **back-up** for the local HR Coordinators.

Key Accountabilities

- Manage the recruitment process from A-Z.
- Support the onboarding process for new employees.
- Implement, manage and follow-up the annual performance and development cycle.
- Design and draft learning and development plans on team and individual level.
- Implement agreed learning and development plans and source relevant training partners.
- Train local employees and/or management team on specific (group related) topics.
- Implement and execute group HR processes and projects.
- Initiate and implement all kind of HR projects together with the HR Business Partner/ HR team members.
- Act as back-up and support for the team, including payroll and administration.

Requirements/Profile

- Bachelor or Master level with minimum 3-5 years of experience in recruitment, learning development or a HR generalist position
- Fluent in local national languages (Dutch and French for Belgium) and English
- Good knowledge of social law
- Hands-on approach
- Service minded with good communication skills
- Accurate, organized multitasker
- Team player

- Responsible
- Computer skills
 - Word
 - Excel
 - PowerPoint
- Experience with SAP (or any other ERP-system) is an asset

We offer

- An international, entrepreneurial and informal working environment
- Professional growth and development opportunities
- Attractive salary package with benefits

Interested, please send your motivation letter and resume to sofie.vandeven@zurich.com.