

JOB PROFILE

HUMAN RESOURCES TRAINEE

Mission & Success Factors of the Position

To ensure the implementation of the COST Mission, in line with the ESF, the position provides the implementation of efficient, qualitative and timely administration of HR related activities.

This is to be achieved through values of excellence, openness, and responsiveness, coupled with a pan-European approach and with a commitment to ethical awareness and human values.

Traineeship Program

This position will involve:

- Assisting in the staff administration, including benefit package, insurances, invoices;
- Providing support in the on-going personnel administration and the update and preparation of listings/database;
- Securing an efficient HR filing system;
- Taking part into the recruitment processes: job advertisement, screening of CV's, interviews' organisation;
- Providing practical guidance to new starters coming from abroad, in terms of housing, schooling, health insurance, bank and commune registration;
- Helping to coordinate the staff trainings, on the supervision of the HR Assistant;
- Undertaking other specific tasks at the request of the COST HR Officer, normally through the HR Assistant;
- Giving input on several projects: Internal Policy Drafting, Inductions Programs Implementation, Liaison with the External Service for Health and Safety.

Profile and Competences required

The successful trainee should demonstrate the following competencies:

Specific competencies

- First, Second or Third Year of Human Resources Degree
- Good understanding of Belgian labour law,
- High standard of spoken and written English and French;
- Knowledge of administrative environment,
- Good command of MS Office applications.

Inter-personal competencies

- Organised, documentation filing and archiving competences;
- Priority setting in a job context involving many various tasks;
- Strong inter-personal and communication qualities within a multinational context, including diplomacy, discretion and confidentiality;
- Commitment to deliver and respond in a timely manner to deadlines.

Traineeship Conditions

- The Human Resources Trainee will work under the direction of the Human Resources Officer and the Human Resources Assistant;
- The place of work will be the COST Office in Brussels;
- Unpaid full-time traineeship (length to be discussed);