



RECRUITMENT

HR Officer (Internship possible) | Belgium (Brussels)

Job description

Hinicio is looking for a motivated HR Officer that will participate in the running of Hinicio's HR practices with a focus on soft HR. They will report to the global HR Officer based at our headquarters in Brussels. More specifically they will work in tandem with the global HR Officer on:

- **Recruitment and selection of junior profiles:** writing and publishing job descriptions, searching for candidates through different sources (linkedin, universities platforms, job portals), screening cv's, coordinating the interviewing process and continuously optimizing the recruitment process in line with our strategy;
- **On- and offboarding:** welcoming new joiners, coordinating training weeks, giving presentations and trainings on internal procedures, managing the administrative onboarding, conducting exit interviews and guiding employees leaving the company;
- **Training and development:** coordinating our training practices, expanding and managing our training offer (external and in-house), analyzing training needs of all employees, continuously improving our training policies and delivering soft skill trainings yourself;
- **Employee life cycle management:** regularly updating and improving our employee files, e.g., sending our NDAs, filling out personal information, sending reminder to managers for performance meetings...;
- **Performance management:** coordinating performance evaluation flows, creating and sending out performance plans and self-assessments, collecting input from different parties (managers, peers, department heads...) and improving tools and procedures;
- **Group dynamics:** collecting feedback from all employees globally, setting up sustainable team buildings and impactful knowledge sharing sessions (both on BU level as well as Hinicio-wide);
- **Admin support:** management of timesheeting tool, purchasing office supplies and gifts, booking transport and hotels for consultants, support on expense notes, answering day-to-day questions of employees on soft HR topics...
- **HR projects:** setting up and leading projects on HR topics like gender equality, 360° feedback, alumni network, career pathing...

Desired skills & expertise

Master's student by preference in Work and Organizational Psychology, Human Resources Management, Applied Economics (HRM) or in any other relevant area.

Proven knowledge (and experience) of at least 2 or more soft HR topics: Recruitment, on- and offboarding, training and development, performance management, group dynamics, 360° feedback, career pathing...

Strong analytical skills and process improvement abilities.

A highly motivated person, comfortable working autonomously, pro-active problem solver, collaboratively, well organized, and willing to learn.

A perfect command of English and either Dutch or French with strong writing skills.

Proficiency with MS office tools and good command of MS Excel required.

Personal interest in sustainability and achieving climate goals.

Nice to have

A first experience (e.g. work, internship or volunteering).

A previous international experience.

Other languages, e.g., Spanish, German, Chinese...

Social and employment law.

What we offer

A global graduate or intern role (minimum 6 months with the purpose to offer a longterm contract afterwards) at our headquarters in Brussels.

The opportunity to produce an impact on decarbonizing our planet, in an international, flexible, highly motivating working environment, where "intra-preneurship" is highly valued.

A fun and dynamic team to guide and train you.

A flexible workplace; allowing you to balance the demands of your personal and professional lives. Hinicio strives to have fun while working hard, but understands life extends far beyond the office.



Deadline for applications:
March 21, 2022 midnight (CET)

If you are interested in this position, please send your **CV and Cover letter** to recruitment@hinicio.com with the subject: **HR Officer - Brussels**

About Hinicio

HINICIO is a strategy consultancy firm specialized in energy transition and sustainable mobility. We are recognized as a leading player in the hydrogen field in Europe and Latin America.

For more than 15 years, HINICIO has been working across the entire value chain helping the industry overcome the challenges and unlock the emergence of hydrogen as an energy carrier.

Our client base includes industrial companies (energy & utilities, automotive manufacturers, tier-one suppliers...), innovative SMEs, investors, or regional, national, and international administrations.

In addition to hydrogen, HINICIO supports its clients on a broad range of energy transition and zero emission mobility technologies.

HINICIO is strongly internationally minded: our headquarters are in Brussels and we also have offices in Paris, Rotterdam, Bogota, Santiago, Mexico, Beijing and Washington D.C.

We have run missions for 15 years in Europe, Latin America and the Caribbean, Asia, and North Africa. Our team include both a young team of bright individuals and very senior experts with strong industrial background. We are all very proud to be part of the energy transition and very motivated to take up all the challenges around it.

We favor diversity and gender equity among our teams, which are composed of engineers, economists, energy & environmental policy experts, and count more than 12 different nationalities.