

HR & Training

Junior consultant

1 year contract renewable

We are looking to recruit an enthusiastic candidate for a junior position of 1 year contract renewable in our Brussels office. If you hold passion for and experience in **HR & Training**, we look forward to hearing from you.

Main tasks

- Designing and producing HR processes (HR strategy & models; recruiting, selection and onboarding; performance review; learning & development program)
- Supporting Benchmarking staff training requirements throughout the organization
- Managing a training calendar
- Designing and producing training courses
- Engaging and working with internal and external trainers
- Administering and running training courses
- Evaluating training success
- Reporting to management
- Monitoring training trends and innovations

Requirements

- Bachelor's degree in HR or Adult Education. Master's degree and coaching certifications are an add-on
- Thorough grasp of training methods and planning
- Excellent communication (oral and written) and presentation skills
- Outstanding organisational and interpersonal abilities (problem solving)
- Full commitment to helping others in the company
- Positive attitude as a flexible team player
- Fluent/native English. French and Flemish are an add-on

What we offer

- 1 year contract renewable in our Brussels office + benefits based on the experience
- Language skills and intercultural competences due to the dynamic and international environment
- Working actively in the Private, Public and Association sector
- Daily contact with our clients and partners operating globally
- High flexibility, internal and international mobility, structured career path, learning journey and training programs from the beginning

Number of vacancies: 1

Submission: riccardo@ianusgroup.com