

The mission of Mwingz, as a Joint Venture between Orange and Proximus, is to power the first shared mobile network in the best and most efficient way. We are the Magic WINGZ for Orange and Proximus making society fly.

Within Mwingz, we make every effort to be a "great place to work" for our approximately 240 colleagues. In our diverse and caring organization, you can use your talents to the full, develop yourself further and you will find yourself in a culture where you can recharge together with colleagues, and be genuinely proud of our common goal of value creation for our clients.

We offer a flexible and easily accessible working environment in the heart of Brussels, with an attractive remuneration package and numerous contemporary and personalized benefits.

We currently have an open position as **HR ADVISOR**.  
This vacancy concerns a job reporting to  
Inge Janssens, Head of HR, Communication & Business Support.

### **Your Mission**

As HR Advisor you develop, implement and monitor the HR policies, ensuring communication and acting as point of contact for various HR-related practices such as time & attendance, compensation & benefits, mobility, performance management and HR administration.

### **As HR Advisor, you**

- Manage and coordinate various HR processes and systems such as payroll, time & attendance, mobility and performance management and you maintain contact with the various partners (SD Worx, Vaigo, fleet department).
- Act as an internal and external point of contact for various HR-related processes, systems and policies and report on these in order to efficiently offer solutions to questions or problems.
- Ensure onboarding of new colleagues and reporting towards the Mwingz Finance team.
- Formulate proposals regarding HR policies, develop new concepts and policies, launch new tools in Mwingz and develop and implement these concepts in order to optimize the existing processes, systems and tools.
- Translate the HR policies into various concrete projects and lead, follow up and steer the projects.
- Ensure optimal communication within Mwingz in order to keep employees informed of the various HR processes, policies and systems.
- Participate in the social concertation in order to contribute to a positive social climate and prevent personnel problems.
- Track changes in legislation, implement them within Mwingz and advise on them in order to contribute to the correct and proper implementation within Mwingz.

### **As HR Advisor, you have major interactions with**

- Our employees and team managers, as first contact point in case of questions or issues
- Our external partners (SD Worx, Vaigo, fleet department)
- The HR teams at the operators (Orange and Proximus)

### **Your profile**

#### Education:

You have a master degree or similar experience, with about 5 years experience in HR.

Required expertise : you have knowledge of

- Payroll practices (having experience with SD Worx tools is a plus but not a prerequisite)
- Fleet and mobility advantages
- Performance management tools
- Social legislation, and you keep continuously informed about changes

Required skills: you

- Are an empathic communicator;
- Act as a proactive problem solver;
- Have a sense of initiative;
- Have good planning & organization skills;
- Can coach people / team managers;
- Are fluent in English and Dutch and/or French.

**Interested?**

Please send your motivation letter and CV to [human.resources@mwingz.be](mailto:human.resources@mwingz.be).