

## HR Manager

Location: Brussels

Contract: Full-time

Start date: To be agreed

### About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications. CLERENS consultants have in-depth expertise in energy, environment, climate, and mobility. We empower associations to deliver maximum value to their members. Whether guiding leadership, supporting secretariats, or managing day-to-day operations, we ensure members' priorities are advanced, their voice is amplified, and their community thrives.

### About the Role

The HR Manager will be responsible for the administrative and operational HR functions at CLERENS, and supporting the company's recruitment and training activities.

The role is primarily hands-on and operational, with a strong focus on HR administration (including payroll-related coordination), while also contributing to recruitment processes and internal capacity building.

The HR Manager will work under the responsibility of the Business Director and in close coordination with the Board of the company.

### Key Responsibilities

#### HR administration and payroll coordination

- Manage day-to-day HR administration for CLERENS staff.
- Coordinate payroll processes with external providers, ensuring accuracy, timeliness, and compliance with Belgian labour and social security regulations.
- Manage employment contracts, amendments, onboarding and offboarding processes.
- Maintain and update personnel records, HR databases, and internal documentation.
- Act as a first point of contact for staff on HR-related administrative questions.

#### Recruitment support

- Support the full recruitment cycle, including:
  - drafting and publishing job offers;
  - coordinating applications and interviews;
  - liaising with candidates and internal interviewers.
- Support onboarding processes for new hires, in coordination with team leads and management.

### Training and staff development

- Support the identification, planning, and organisation of internal and external training activities.
- Coordinate logistics related to trainings, workshops, and professional development initiatives.
- Maintain an overview of training participation and support follow-up where needed.

### HR processes and internal support

- Contribute to the improvement and structuring of internal HR processes and procedures.
- Support the Business Director on HR-related reporting and internal follow-up.
- Ensure confidentiality and professionalism in all HR-related matters.

### **Profile and Skills**

- Previous experience in an HR, administrative, or office management role, ideally in a consultancy or professional services environment.
- Good knowledge of HR administration and payroll coordination; familiarity with Belgian labour law is needed.
- Experience supporting recruitment processes and staff onboarding.
- Interest in or experience with training coordination and staff development is an asset.
- Strong organisational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Proactive, reliable, and service-oriented mindset.
- Comfortable working in a small, dynamic, and international team.
- Fluency in English; knowledge of French and/or Dutch is a strong asset.

### **What We Offer**

- A central role in the internal operations of a growing Brussels-based consultancy.
- Close collaboration with management and direct exposure to organisational decision-making.
- A dynamic, international, and professional working environment.
- Opportunities to shape and improve HR processes as the organisation evolves.

Please send your CV and motivation letter by email, indicating "HR Manager" in the subject line, to Mr Thomas Otuszewski at [jobs@clerens.eu](mailto:jobs@clerens.eu). Applications received after the deadline will not be considered.

Applications are reviewed on a rolling basis, so early submission is encouraged. Due to the expected high number of applications, only shortlisted candidates will be contacted for interviews.