

Essentiel Antwerp – HR Officer

Introduction

Essentiel Antwerp is a global contemporary brand from Antwerp, synonymous with positive energy.

Dedicated to fierce, fabulous and fun-loving individuals, the label brings mood-boosting fashion that lifts the spirits.

We are representative in more than 40 countries, with approximately 40 retail stores. Each store embodies our distinctive brand identity and is strategically located in prime locations. With a presence in over 750 doors and selected department stores, we have built a qualitative global wholesale distribution.

Essentiel Antwerp stands for more than fashion, it stands for a state of being. Authenticity is at the heart of the company. With a continuous desire for growth, the brand is always on the lookout for the next move.

For our Antwerp HQ office, we are looking for an enthusiastic HR Officer to reinforce our team, combining hard and soft HR tasks.

Main tasks

- First point of contact for all HR related questions.
- Working closely with Managers on dedicated business divisions.
- Employment administration (contracts, documents, registration, ...)
- Monthly payroll processing, ensuring accuracy and compliance with labor laws and company policies.
- Create and post job advertisements on various platforms.
- Screen resumes and coordinate interviews with candidates and hiring managers.
- Support in Training & Development.
- Support in Health & Safety.
- Support in Employee Wellbeing.
- Support in ongoing HR projects.

Who are you

- Bachelor's degree in HR, Business Administration, or related field.
- 3 years of HR or related administrative experience preferred.
- Knowledge of payroll processes and HR practices.
- Professional knowledge of English, French and Dutch, written and spoken.
- Strong communication, organizational, and time-management skills.
- Attention to detail and ability to handle sensitive information.

- Solution oriented.
- Positive and open attitude.
- Knowledge of retail is a plus.

What we offer

- You will have the opportunity to take initiative and grow.
- You will be part of a rapidly growing fashion company with ambitious plans.
- You will work in a dynamic work environment.

<https://www.essentiel-antwerp.com//careers>