

DANDROY is a logistics company providing transport and warehousing solutions. From one pallet shipment to a full truck load, the company is specialized in transports to France and Italy, but also offers full loads services across Europe. DANDROY also offers warehousing services for chemical and dangerous goods, as well as conventional warehousing. The company has its own warehouses and vehicles. It is based in Mollem – Asse, north-east of Brussels. The company is part of ASTRE, the first European Carrier network. DANDROY is constantly growing and operates in a dynamic and competitive environment. The family ownership makes of DANDROY a convenient place to work where the word responsibilities has all its meanings. Currently DANDROY is looking for a:

HR assistant (m/f)

Job Description:

As an HR assistant you are involved in the daily activities of the company. You interact with all departments and report to the HR manager in order to coordinate administrative and operational activities inside the organization.

Responsibilities:

- Collection of attendance for all workers for monthly salary calculation (also via board computers of the trucks)
- Administrative handling of special cases
- Legal aspects: writing of contracts, advising on employment law
- Follow-up of absences and holiday planning
- HR planning for staff requirements
- Organize trainings and coaching's
- Recruitment and selection process of workers

Profile:

You have a bachelor in HR or at least 5 years experience in Human Resources.

You know the regulation CEE 561/2006 about drivers driving time

You have a good knowledge of the social legislation

You are familiar with Microsoft Office, particularly good knowledge of Excel, as well as BOB or TAS.

You are fluent in French, Flemish (Dutch), and English. Any other European language is a plus.

You have the drive for transport environment and are flexible in working hours

You like to work in a growing company, where human contacts and your colleagues are key to success!

Contact:

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