



HUMAN RESOURCES COORDINATOR MATERNITY LEAVE COVER

(Payroll, HR Administration)

The International School of Brussels (ISB) is a dynamic, inclusive learning organization committed to developing independent learners and international citizens. The school is a vibrant community in which students, teachers, staff and parents work together towards the achievement of our mission and goals.

Introduction to position

This specialist position covers four main areas of responsibility, which are all connected to the school's payroll officer function. The school's headcount of about 340 with a budget of € 32 million involves considerable responsibility, as well as requiring an in-depth knowledge of Belgian labour law and social legislation. The position reports to the Human Resources Manager of the school.

Key accountabilities

Payroll & related operations

- Manages preparation and of the monthly ISB payroll, composed of five different groups of employees, liaising with our social secretariat. Proposes solutions to the HR Manager for special situations requiring a judgment call.
- Executes HR Action sheets issued by the HR Manager documenting changes to the payroll database
- Acts as payroll-related social legislation person of contact on campus.
- Maintains & updates eBlox HR payroll software as needed.

Contracts & related administration

- Produces employment contracts & amendments
- Manages STIB and SNCB season passes & relations with the providers.
- Completes employee-related social legislation documents (crédit-temps requests, etc.)

Everyone included, everyone challenged, everyone successful.

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- Maintains & creates all personnel files & ensures their completeness, such as periodic review of child protection-related vetting. Filing to personnel files.
- Coordinates e-mail addresses & badges for new employees as part of the onboarding process.
- General departmental administration (inbound/outbound mail, internal HR department documents, etc.)
- Publication of all the vacancies

HR Digitalization agent

- Develops and drives “HR digital best practices” by remaining current on emerging processes using digital methods to enhance productivity.

Skills and competencies

The successful candidate will need:

Experience, Skills, and Qualities

- Knowledge of the SD Worx EBlox system is a plus;
- Customer oriented;
- Being able to work well under pressure, including being target- and results-driven;

Personal Qualities

- Understanding and supportive of the work of other team members;
- An adaptable communicator with a multicultural mindset and sensitivity;
- Develops good relationships with all ISB stakeholders and colleagues (collaborative team-player);
- A high level of communication and organizational skills;
- Detailed-oriented;

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- Flexible and adaptable and able to work in a changing, multicultural environment;
- Fluency in written and spoken English and French.

We Offer

- The opportunity to work in a dynamic, challenging, motivating and multicultural learning environment and to work with a highly professional staff. An attractive salary according to ISB Staff salary scale.
- Extra Legal benefits (participation in Internet fees, lunch vouchers, insurances, etc.)
- Invitation to all relevant ISB social events e.g. faculty workshops, dinners, special events.

Employment Status

The HR Coordinator will have an ISB contract. If candidate is not EU member, s/he needs to have a valid work permit.

Application process:

If you are interested and meet the qualifications criteria above, please apply today by sending your application to recruitment@isb.be

- This is a temporary maternity leave cover position from the **beginning of August until the end of December 2026**. Only shortlisted candidates will be contacted for interviews.
- Only candidates with a valid **work permit in Belgium** will be considered.
- The deadline for applications is **June 19th**.
- If You have not heard from us by **June 26th**, please consider that your application has not been successful.

Recruitment Policy

- The International School of Brussels is an equal opportunities employer and does not discriminate on the basis of race, colour, gender, sexual orientation, national origin, religion or marital status.
- ISB has established a rigorous vetting process and code of conduct for all employees with regard to child protection.

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