



## HR Coordinator

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***iSTAR Medical SA, founded in 2011 and headquartered in Wavre, Belgium, is a pre-commercial stage, medical technology company focused on the development of MINject, a novel minimally-invasive ophthalmic implant (MIGS) for patients with glaucoma.***

The Human Resources co-ordinator undertake a broad variety of duties supporting the HR departments, including but not limited to recruitment, Payroll, learning and development, onboarding, and other HR projects.

The Human Resources Coordinator will also provide administrative support to the CEO.

## Responsibilities

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The HR coordinator is responsible for:

### **RECRUITMENT**

Support the recruitment/hiring process (post jobs on social media, treat application mails, organize interviews & collect feedback, track status of candidates, respond with follow-up letters, Maintain DB)

### **LIFECYCLE EMPLOYEE**

Manage the administration related to the life cycle of employees in the organization (enrolments, changes and terminations) and update of HR systems

Assist with the preparation of the performance review process (Objectives, mid-year review, End year review). Ensure proper documentation is collected and stored

### **COMPENSATIONS & BENEFITS**

Handle compensation and benefits (payroll, health & retirement plans) processes in an accurate and timely manner and conduct reconciliation audits in close collaboration with the payroll provider.

Manage fleet of +/- 10 company cars. Liaise with stakeholders to process efficient management of the car lifecycle.

### **DOCUMENTATION**

Maintain records of personnel-related data (payroll, personal information, CV, medical certificate, parental leave) in hard/ digital copies and the database and ensure all employment requirements are met. Update Organizational Chart

### **TRAINING**

Support organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed

Benchmark available training courses on the market and provide the necessary information about the sessions.

Maintain program database and training records



## PROJECT

Assist in ad-hoc HR projects (Comp & Ben, Recruitment, Salary benchmark, International payroll set-up)  
Support in creating HR Internal & External communication  
Conduct internal audit of HR processes such as payroll, benefits, L&D, ... and recommend possible actions to improve existing processes

## ADMINISTRATIVE SUPPORT TO THE CEO

Organize Board of Directors meetings & agenda.  
Assist with signature collection and ensure filing of key legal documents  
Organize travel and internal meetings logistics  
Generally, answer correspondence and queries from multiple stakeholders  
Other general administration tasks ...

## Profile

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|--------------------------------|--|
| <b>Education</b>               | Bachelors degree in Human Resources or related   |
| <b>Languages</b>               | Fluent in English & French (any other language would be an asset)  |
| <b>Professional Experience</b> | 2 years of experience as HR coordinator or relevant human resources/administrative position<br>Good knowledge of Labor Law and employment equity regulations.<br>Proven experience in managing payroll.<br>Full understanding of HR functions and best practices.<br>Exposure to end-to-end HR operations and ad hoc HR projects   |
| <b>Professional Skills</b>     | Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook)<br>Experience with HR databases and HRIS systems<br>Knowledge of digital technology  |
| <b>Personal Skills</b>         | Ability to handle data with confidentiality<br>Superior interpersonal and written/oral communication skills<br>Strong self-directed organisational skills and self-discipline<br>Able to multi-task and prioritise<br>Critical thinking and problem-solving skills<br>Dynamic, proactive and takes initiative, flexible, reliable, and creative.<br>Attention to detail and results focused<br>Hands on<br>Resistance to stress<br>Self-motivation<br>Team player<br>Demonstrated Customer Focus and ability to successfully engage internal and external stakeholders |
| <b>Travel</b>                  | Limited (<10%)   |