



HR Business Partner

BRUSSELS

External Description

The Objective

Developing a partnership with the middle management of the entities regarding all aspects of the HR life cycle. This includes identifying, implementing, and monitoring appropriate actions and initiatives, and managing simple organizational structures and standard processes according to HR policies and procedures to support the business in achieving strategic objectives.

Tasks and Responsibilities

HR Partner:

- Implement HR strategy and strategic plan.
- Analyze business and HR needs.
- Advise and coach management in HR processes (recruitment, training, performance management).
- Organize weekly meetings with the business and provide HR support.
- Correctly apply and interpret HR policies.
- Collaborate with the legal department for compliance.

Reorganization Projects:

- Prepare transitions to new organizational models.
- Support management in reorganization projects.
- Communicate with involved stakeholders and negotiate.
- Follow up on specific HR projects or processes.
- Implement and monitor projects.

Recruitment Process:

- Develop recruitment plans.
- Support the business in conducting interviews and evaluations.
- Follow up and report on recruitment status.

Talent, Career & Performance Management:

- Analyze training and development needs and translate them into plans.
- Evaluate training programs.
- Guide mobility processes during reorganizations.
- Support talent and succession management plans.
- Coach management in the PMP process.
- Follow up on improvement actions and development plans.

Handle disciplinary cases and follow up on exit procedures.

Relations with Social Partners:

Avoid social conflicts and strike notices.

Prepare social consultations and negotiations.

Maintain contacts with social partners and inform them about dossiers.

Employee Engagement:

Improve working relationships, increase engagement, productivity, and retention.

Support management in wellness plans.

Analyze and follow up on absenteeism and employee satisfaction.

Collaborate with psychosocial prevention for workplace well-being.

Support management in individual cases (retirement, bullying).

Coaching Middle Management:

Support people management and interpersonal relationships.

Promote personal development of managers.

Development of HR Processes and Systems:

Analyze trends and metrics to develop solutions.

Objectively analyze complex situations and make proposals.

Stay informed about trends and best practices.

Share knowledge and best practices within HRBP and CoE.

Your Profile

Master's degree or equivalent through experience.

Minimum of 4 years of work experience.

Bilingual (French/Dutch) with basic English.

Thorough knowledge of business, personnel policies, labor legislation, and change management.

Strong interpersonal and communication skills.

Team player with a driving license (B).

Why bpost?

In addition to an attractive salary package with benefits such as meal vouchers, insurance, bonuses, vacation days, and partner benefits, bpost stands out by:

Participating in projects with societal impact.

Local decision-making within an international context.

Working in a company undergoing significant transformation with challenging and innovative projects.

Unique atmosphere, collegiality, and culture.

Optimal support from internal services.

As an international service provider in parcel and e-commerce logistics, we connect millions of people, businesses,

and communities. Our team of over 34,000 employees is our greatest asset in a rapidly changing society.