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## HR End-to-End Process and Project Manager

BRUSSELS

### External Description

## HR End-to-end Process and Project Manager

### Join Us as an HR End-to-End Process and Project Manager!

Are you ready to take your career to the next level in a dynamic, cross-functional role that blends project management with HR process analysis and review? At bpost, we're seeking an enthusiastic individual to join our HR Strategy & Projects team as an HR Business Expert.

As an integral part of our team, you'll play a crucial role in implementing, managing, and refining our established HR policies to align with bpost's strategic objectives. Your responsibilities will include:

1. **Process/Project Definition**: Define and adapt project/process scopes & goals, prioritize organizational needs, and identify key stakeholders and their roles.
2. **Effective Schedule Management**: Develop detailed project schedules, milestone plans, and phase-specific agendas to ensure timely project completion.
3. **Quality Assurance and Risk Management**: Set quality standards, oversee deliverables, and implement risk mitigation strategies to ensure project success.
4. **Team Organization and Motivation**: Lead and motivate project teams, ensuring efficient task organization and macro-planning.
5. **Clear Communication and Stakeholder Engagement**: Provide regular project updates, manage stakeholder relationships, and ensure alignment with project objectives.
6. **Project Delivery and Evaluation**: Deliver projects successfully, evaluate outcomes, and extract lessons learned for future improvements.
7. **Documentation and Standardization**: Document HR processes, standardize procedures, and ensure adherence among process users.
8. **Continuous Improvement**: Evaluate, recommend, and implement enhancements to HR processes to drive efficiency and quality.
9. **Root Cause Analysis and Redesign**: Identify and address process-related issues, driving redesign and implementation efforts to enhance customer satisfaction.

## Do You Have What It Takes?

We're looking for candidates with:

- A Master's degree or equivalent experience
- Extensive experience in process design/redesign and process mapping
- Strong knowledge of process and project management
- A passion for continuous improvement and innovation
- Excellent communication and interpersonal skills
- Fluency in French or Dutch, with proficiency in English
- An analytical mindset and problem-solving abilities
- Strong stakeholder management skills
- A collaborative team spirit and proactive approach

## Why Choose bpost?

At bpost, we offer more than just a job. Here's why you should join us:

- Competitive salary with attractive benefits package
- Opportunities for career advancement and international exposure
- A supportive and inclusive work culture with a focus on innovation and teamwork
- Flexibility to tailor your benefits to your needs, including extra leave days, wellness programs, and more
- A chance to be part of an international organization making a real impact in the world

Join bpost and become part of our exciting journey to shape the future of HR processes and projects. Your contributions will help us continue to connect millions of people, businesses, and communities worldwide. Apply now and embark on a rewarding career with us!