3D Systems Leuven is looking for a motivated

HR Generalist (m/f)

# About 3D Systems Leuven

3D Systems Leuven, formerly LayerWise, is a dynamic and leading enterprise, specialised in 3D Printing of metal components. 3D Systems Leuven is not only a technology developer but also a technology user. This makes us a strong innovation partner for clients in the industrial, medical and dental sector.

With this technology, we build up material in layers using a high intensity laser until it becomes a solid product. Unlike conventional production techniques, this one does not render any material loss, nor does it require any tooling. It does however, enable the designers to manufacture very complex geometries which are not producible using the traditional techniques.

*3D Systems group is a world leader in 3D printing technology.*

# JOB DESCRIPTION

As an HR Generalist you will be covering a variety of tasks within the area of Payroll, Comp & Ben and Personnel Administration within the Benelux.

You will become part of a small, enthusiastic HR team and will be working closely together with managers and staff within a fast growing and positive environment. We have about 150 employees in Leuven, 50 in Soesterberg (NL) and 25 in Budel (NL).

In this job, you will be able to work on improvement, setting standards and policies, and creating impact.

# RESPONSIBILITIES

* Conducting newcomers & leavers administration
* Analysis, administration and optimization of insurances and employee benefits
* You manage payroll activities in cooperation with our payroll provider
* Analyzing, writing and implementing policies (Working Regulations, Car Policy, etc)
* Managing and improving time registration
* Prepare legal documents and follow up on social legislation updates
* You advise managers on Job Architecture and ensure alignment with market data
* You coordinate work permits, GDPR, training registration,…
* If you like recruitment, there will be plenty of opportunities to add this to your role by searching for candidates, conducting interviews and liaising with managers

# PROFILE

* Bachelor or Master degree in HR, economics, social sciences and/or equivalent by experience
* Experience with Belgian payroll and personnel administration, experience with Dutch legislation is an asset
* You have a positive mindset, like to switch between tasks and can deal with changing priorities
* You like to work with details being able to keep an helicopter view at the same time
* Proficient in payroll software (SD Worx). Experience with time registration software (Protime) is a plus
* Ability to travel to the Netherlands up to 10% of the time
* Excellent knowledge of English both written and spoken.

# WE OFFER

* A challenging job in a young and dynamic team
* A competitive salary and additional non-statutory benefits
* Career opportunities in a global company with exponential growth.

# INTERESTED?

Please send your resume and motivation mail in English to:

BelgiumCareers@3DSystems.Com