

Batopin – HR Manager

HR Manager

We are building an independent ATM-network offering qualitative cash services to all individuals and merchants in Belgium. Our mission is to ensure access to cash in the long term, in a “less cash” society.

To support our expanding business, we are looking for an **HR Manager** to join our team.

Your role

As HR Manager, you take the leading role in driving and overseeing the end-to-end HR function, acting as the key partner to the Chief HR Officer.

This role has a strong focus on Hard HR, ensuring operational excellence in payroll, HR administration, compensation & benefits, social legislation, and HR compliance.

You combine hands-on expertise with a business-oriented mindset and act as a trusted HR partner for management, safeguarding robust, accurate, and legally compliant HR processes across the organization.

What will you do

Hard HR, Payroll & HR Administration

- Ensure the **accurate and timely execution of payroll** in close collaboration with the external payroll provider.
- Manage and oversee **HR administration**, including employment contracts, contract amendments, salary changes, benefits administration, absences, time registration, and offboarding processes.
- Act as the primary point of contact for **social secretariats, auditors, and external authorities**, and coordinate audits and inspections where required.
- Maintain high standards in **HR data quality, reporting, and HR KPIs** to support compliance and management decision-making.

Compensation, Benefits & Reward

- Contribute to the **development and maintenance of compensation and benefits frameworks** that are market-aligned, cost-efficient, and legally compliant.
- Ensure consistent application and clear communication of reward policies throughout the organization.

Legal Compliance & HR Policies

- Ensure continuous **compliance with Belgian labour law and social legislation**.
- Draft, update, and implement **HR policies, procedures, and internal regulations**, translating legal

requirements into workable HR practices.

- Proactively identify HR-related risks and propose corrective or preventive actions.

Performance & Workforce Processes

- Coordinate and safeguard **performance management cycles**, including goal setting, evaluations, and documentation.
- Support managers in legally compliant handling of performance issues, absences, and disciplinary cases.

Recruitment & Onboarding

- Support the **recruitment process** through business intake, job description drafting, first screenings, and interviews.
- Ensure structured and compliant **onboarding processes**, with particular attention to administrative and legal obligations.

Training & Development

- Coordinate and monitor **training plans**, ensuring compliance with legal training requirements and alignment with business needs.
- Track mandatory training obligations and related reporting.

Employee Relations & Engagement

- Act as a credible HR partner for employees and managers in **employee relations matters** with a natural coaching mindset. You are able to listen actively, ask the right questions and provide guidance with empathy and discretion. By building trust and understanding individual needs, you support people in their development, help navigate change, and contribute to a positive and inclusive work environment where employees feel heard, supported and empowered.
- Contribute to engagement and retention initiatives while ensuring alignment with company policies and compliance requirements.

What do we expect

- Bachelor's or Master's degree in **Human Resources or a related field**.
- At least **5 years of experience** in a HR Generalist or HR Manager role, with a **strong focus on Hard HR**.
- Solid knowledge of **Belgian labour law, payroll, and social legislation**.
- Experience working with external payroll providers and social secretariats. Knowledge of SD Worx payroll application is a plus.
- Strong analytical skills, high attention to detail, and a structured working style.
- Strong communication skills, with the ability to inform, advice, persuade, and raise awareness across the organization, while acting as a trusted partner.
- Discreet, autonomous, and confident in advising management.
- Fluent in Dutch, French and English

What do we offer

- A high-impact role at the heart of Batopin's mission.
- A dynamic environment with meaningful responsibility, autonomy, and room for growth.
- The comprehensive remuneration package includes amongst other things a company car and fuel card, group and hospitalisation insurance, meal vouchers, eco-vouchers and a bonus scheme.
- As an HR representative, we expect you to be in the office as much as possible, with a maximum of one day per week working from home.

