

## HR Manager (part-time)

AmCham EU speaks for American companies committed to Europe on trade, investment and competitiveness issues. It aims to ensure a growth-orientated business and investment climate in Europe. AmCham EU facilitates the resolution of transatlantic issues that impact business and plays a role in creating better understanding of EU and US positions on business matters. Aggregate US investment in Europe totalled more than €3.5 trillion in 2024, directly supports more than 4.6 million jobs in Europe, and generates billions of euros annually in income, trade and research and development.

### Job Description:

AmCham EU is seeking an experienced HR Manager to support the organisation at both strategic and operational levels, with a primary focus on people and culture. Reporting directly to the CEO, the successful candidate will act as a trusted advisor to management and play a central role in shaping and delivering the organisation's HR strategy.

Working in close coordination with the Senior Operations Director and Operations Manager, the HR Manager will lead on talent management, organisational development and employee engagement, while ensuring that HR policies and practices support a high-performing and inclusive workplace.

This part-time position (60%) is suited to a senior HR professional with strong advisory capabilities and a hands-on approach in a dynamic, multicultural environment.

### Main tasks:

- Advise the CEO and management team on HR strategy, organisational development and workforce planning
- Develop, review and implement HR policies, procedures and people practices
- Lead recruitment processes, including identifying hiring needs, drafting job descriptions, supporting selection processes and advising on remuneration benchmarks
- Coordinate and support the annual performance management process, identifying organisational priorities and development needs
- Design and oversee training and professional development initiatives aligned with organisational objectives
- Act as the primary point of contact for employee relations matters, providing guidance on HR policies and workplace practices
- Develop and review compensation, benefits and bonus frameworks, ensuring alignment with organisational goals and market benchmarks as well as proactive communication with staff
- Manage visa and work permit processes for international staff
- Maintain HR documentation and ensure compliance with applicable data protection and employment standards

### Qualifications/Skills/Experience Required:

- Bachelor's degree in human resources, business administration or a relevant field;
- Minimum of 8 years of relevant HR experience, including advisory roles at senior management level
- Proven experience in talent management, organisational development and performance management
- Strong knowledge of Belgian labour law and HR best practices

- Ability to operate effectively in a small team with clear division between strategic and administrative responsibilities
- Excellent interpersonal, communication and influencing skills
- High level of discretion, integrity and sound judgement
- Strong organisational and problem-solving skills

**Languages:** Fluent English as well as French or Dutch, both written and spoken

**Start date:** June 2026 | **Type of contract:** CDI – part time (3x days a week)

**To apply:** Interested candidates should send a cover letter and CV (maximum two pages) by e-mail to [opsvacancy@amchameu.eu](mailto:opsvacancy@amchameu.eu) with **HR Manager (part-time)** in subject.

**Deadline for applications:** Friday 1 May 2026 COB

*Please note that due to the large volume of applications we receive, AmCham EU will contact only shortlisted candidates.*

*AmCham EU is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at AmCham EU are based on business needs, job requirements and individual qualifications and merits, without regard to race, ethnicity, colour, gender, age, marital status, disability, sexual orientation, religion or beliefs.*