



# Payroll Manager

## BELGIUM, KORTRIJK

### What type of breed are we looking for?

As our Payroll Manager, you will play a crucial role in one of the fastest growing companies in Flandres. After all, you're the one that makes sure we act according to social law regulations so that all our amazing employees around Europe are perfectly paid every month and get answers on the questions they have. You do this by developing smooth processes and systems.

Maybe you are the Payroll Manager Hero we're looking for? Then keep on reading!

### What will be in your bowl?

**Do the monthly payroll:** In collaboration with our social secretariats in the different countries (Belgium, France, the Netherlands, Spain, Italy, UK), you ensure everyone is paid on time in accordance to local laws and regulations.

**Stay up-to-date with social law regulations:** You follow up the legislation, mainly for Belgium, in the different countries and implement changes where needed, also advise colleagues, management and employees regarding social legislation, legal changes or specific questions.

**Do the day-to-day HR admin with a smile:** You will be the point of contact for our employees when they have all sorts of questions or issues concerning payroll and social law. You guide and support them in a discreet and empathic way. For new employees, you ensure a smooth onboarding by taking care of all the necessary personnel administration for start-up.

**Challenge, develop and improve:** You dare to question the current way of working and you're willing to investigate how we can implement new HR policies, processes and systems.

Give us a shout if this sounds like you! – [arne@edgardcooper.com](mailto:arne@edgardcooper.com)

## Skills & tricks

- Minimum 3 years of payroll experience, in an international environment is a plus
- Fluent or very good in both Dutch and English.
- Strong knowledge of Belgian social law and eager to learn about other countries.
- Ability to work flexibly in a busy and fast changing HR environment, handling a demanding workload whilst maintaining focus and efficiency.
- Mindset to question the norm and provide solutions and new approaches to HR service delivery

## Which pack are you joining?

We're just a bunch of animal-loving, purpose-driven, startup-minded pals. Here at Edgard & Cooper, we're big fans of purpose, curiosity and learning on the job. We're a young international company, and we're growing fast. That means we're always looking for people who want to skill-up, who want to be challenged, and who want to make a positive impact.

Just like our dogs – Edgard and Cooper – we're friendly and fun, with an insatiable hunger for life. Want to come and play? Give us a shout! – [arne@edgardcooper.com](mailto:arne@edgardcooper.com)

## What makes Edgard & Cooper different: Feel Good Pet food

Good food makes your mind, body and spirit feel amazing. Nothing beats fresh meat and simple ingredients, cooked and packed with nature in mind. But most pet foods are over-processed and come wrapped in plastic. Enough is enough.

Welcome to Edgard & Cooper – naturally tasty cat and dog food that you, your pets and our planet can feel good about.

