

## ABOUT US

Cranium is a One-Stop-Shop for helping customers in Privacy, Data Protection and Information Security. We are experts in making privacy & information security valuable for trustworthy organizations and people. Towards our customers, partners and employees our values always focus on striking a balance between a passion for winning and a passion for people.

### Passion for Winning

**Deliver on commitments and go further.**

**Excel on results.**

**Take ownership**

### Passion for People

**Develop people**

**Open communication**

**Involvement**

**Build up trust and respect**

**Integrity**

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## Roles and Responsibilities

To support our growth and our Talent department, we are looking for a **Talent Officer**.

Responsibilities:

- You will play an active role in the recruitment process.
- You will have a good understanding of the profiles by meeting with the hiring managers and help them determine the recruitment needs.
- You will act as a single point of contact for designated candidates for all recruiting related questions and concerns;
- You will support the Business Unit Managers.
- You will be involved in the employee lifecycle by supporting in Talent administrative tasks, helping employees by answering questions, developing policies and procedures, ...
- You will follow-up on training and development initiatives and you will be responsible for the logistical organization of trainings.
- You will provide input to the Talent strategy and assist in Talent projects in order to constantly improve our internal processes.
- You will support in office management.

## Desired Skills and Experience

You have a **Bachelor** or **master's** degree preferably in HR. You already have a first experience in recruitment (max 2years of experience) and you have knowledge of the Belgian employment legislation.

Furthermore:

- You are flexible and pro-active
- You have strong interview skills
- You are a real team player with strong communication skills in Dutch and French/English;
- You are people oriented and you can handle confidential and sensitive information
- You like to take initiative and ownership.

## OUR OFFER

We offer you:

- A role that involves working in a supportive, young and dynamic team;
- An attractive and motivating **compensation package** and continuous support in your professional development.
- Great colleagues in a joyful environment with a Passion for excellence in balance with a Passion for people.

**Interested ? Send your cv to [careers@cranium.eu](mailto:careers@cranium.eu) and we'll respond to you as soon as possible.**

**We hope to meet you soon.**