

# Molenbergnatie – Timekeeper

## HR Officer

**Time is money – especially in the port. And you? You make sure not a single minute is wasted.**

Are you administratively strong and do you thrive in a dynamic environment where you constantly switch between planning, people, and systems?

Then Ilomar Holding, the business support branch within the Molenbergnatie group (Antwerp), is looking for you!

As a **Timekeeper**, you ensure that the working hours of our dock workers are correctly and promptly recorded. You are the administrative link between operational planning, the workers on the quay, and the HR administration. Thanks to your work, everything – from team composition to payroll – runs smoothly.

### A glimpse of your responsibilities:

**Registering and verifying performances?** That's your core task. You process worked hours, absences, overtime, and sick days accurately and on time.

**Daily contact with team leaders, planners, and HR** to ensure everything aligns perfectly.

**Collecting and preparing data** needed for accurate payroll processing.

**Irregularities or discrepancies?** You detect them and report them to the appropriate department.

**Archiving documents** in line with legal requirements – thoroughly and clearly.

**Last-minute planning changes?** You offer support where needed and think in terms of solutions.

**Ad hoc support with logistical or administrative tasks?** No problem for you.

### Important

This vacancy concerns a **critical position** under the **Maritime Security Act** of January 1, 2023. Individuals employed in this critical role are subject to a **mandatory security screening** prior to starting the job.

The security screening is conducted by the Federal Police, the State Security Service, and the military intelligence service ADIV – and is paid for by the (future) employer.

A **positive security clearance** is required **before** the role can be commenced. If you refuse the screening, you will no longer be eligible to work in a critical function.

## Who are we looking for?

### Profile

- You communicate easily with colleagues, team leaders, and planners – even when things get busy.
- You're eager to learn more about our systems, processes, and port operations.
- You are results-oriented: you make sure that work performances are processed **accurately and on time**.
- You have an excellent command of **Dutch**, and you're able to express yourself in **English** as well.
- You excel at **precise and structured work** – no detail escapes you.
- You work **discreetly** and handle **confidential personnel data** with integrity.

- You're **flexible** and can quickly adapt when plans change or ad hoc tasks arise.
- You are **IT-savvy** and able to navigate a complex payroll system.

## Experience

- You hold an **A2 diploma** (secondary education certificate) or have **proven experience in an administrative role**.
- You have experience in a **logistics or port environment**.
- You're comfortable using **MS Office** and **ERP systems**. Knowledge of **Navision/Business Central** or **time tracking systems** is a big plus.
- Do you have experience with **performance registration, planning, or personnel administration**? Then you're scoring bonus points.

## What do we offer?

A permanent and full-time position with an enjoyable workplace.

An attractive salary package with additional benefits according to your own competencies and knowledge.

- Competitive gross salary based on your experience and profile
- 6 paid ADV days, 4 paid sectoral "Maritime holidays"
- Flexible working hours
- Possibility to work from home
- End of year pay
- Vacation pay
- Other benefits: Meal vouchers, hospitalization insurance, group insurance, eco vouchers, option for leasebike