

ICTS Group – HR & Recruitment Officer

Looking for an HR & Recruitment Officer

Your role:

You manage the day-to-day recruitment for our locations in Zeebrugge, Ghent, Antwerp, Uithoorn and Rotterdam. You are based in Ghent and report to Estelle, our HR Manager. Recruitment is your first priority. In addition, you support personnel administration and coordinate training activities within the ICTS Academy.

What you do:

- Discuss vacancies with managers, write job ads, publish them through the right channels and actively source candidates for technical, operational and office-based roles.
- Manage applications from first screening to hire: conduct initial interviews, schedule follow-up interviews, keep candidates informed and track actions in our recruitment system.
- Manage the employee referral programme, register referrals and follow up bonus payments.
- Maintain contact with recruitment partners and discuss progress, challenges, hires and salary proposals with Estelle and the relevant managers.
- Prepare onboarding, including personnel documents, practical arrangements and start planning with the manager. Maintain personnel files and collect payroll-related information.
- Coordinate ICTS Academy sessions and individual training for mechanics, including planning, registrations, trainers, locations, materials, attendance and certificates.

What you bring:

- At least 3 years of experience in recruitment or a combined HR role, including sourcing candidates, conducting interviews and following vacancies through to hire.
- A bachelor's degree in HR, personnel administration or business management, or equivalent experience.
- Accurate and reliable when handling confidential information, deadlines and administrative follow-up
- Fluent in Dutch and English and comfortable working with digital HR tools and spreadsheets.
- Experience with technical profiles, the Dutch labour market, training administration or Acerta is an advantage. Knowledge of French is a plus.

What we offer:

- Together with our HR Manager, you form the HR team at ICTS. You help shape how ICTS recruits and work directly with the people making the decisions. You see the result of your work in new colleagues joining the company and training sessions taking place.
- Competitive salary.
- Fringe benefits: *meal vouchers, eco vouchers, hospitalisation insurance.*

- Possibility for training and guidance.
- You visit our Belgian and Dutch locations. For Academy sessions, you work one Saturday per month.
- Preferred start: as soon as possible, by mutual agreement. Full-time or part-time can be discussed.

<http://www.icts-group.eu>