

Trixie – Office & HR Support

Office & HR Support

Are you an organized doer who loves bringing structure, supporting people, and thrives on variety?

Trixie is looking for an Office & HR Support who makes a difference behind the scenes. You will be responsible for HR and business administration, efficient office management, and everything that contributes to employee wellbeing and a safe working environment. In this role, you support the HR manager and play a crucial part in the smooth day-to-day running of the office.

A selection of your responsibilities:

Office & facility management

- You take care of **daily office and facility management**, including purchases, supplies, and office inventory.
- You are responsible for **building management** and technical facilities.
- You manage **hardware** and related equipment.
- You ensure a **structured follow-up** of all office-related tasks and processes.

HR support

- You assist with **payroll preparation**.
- You ensure smooth **onboarding and offboarding** of employees.
- You manage and maintain **personnel and HR documents**.
- You handle administrative follow-up and support **fleet management**.
- You support the HR manager and contribute to various **ad hoc HR projects**.

Prevention & wellbeing

- You support **prevention tasks** and help monitor related documentation and **action plans**.
- You provide practical support for initiatives related to employee **wellbeing and workplace safety**.

General support & business administration

- You provide **general administrative support** where needed (e.g., booking hotels or transport).
- You contribute to **smooth internal operations**.
- You step in **flexibly** to assist with various tasks as required.

Your profile

- You hold a degree in **Office Management or HR**, or have **equivalent experience**.
- You have at least **1 year of relevant experience** in administration, HR, or office support.
- You communicate fluently in **Dutch and English**; French is a plus.

- You have a good command of **Microsoft Office**.
- Experience in **prevention** is an advantage, but above all, **motivation** to take it on counts.
- Trixie is constantly evolving. You can easily adapt to changing priorities and circumstances thanks to your **independence** and **flexibility**.
- You are **proactive, hands-on, structured, and discreet**.
- You combine your **service-oriented mindset** with a healthy dose of humor and **perspective**.

We offer

An **infinite playground** of opportunities!

At Trixie, you'll work in an **inspiring, creative environment** where you can be completely yourself — surrounded by **energetic colleagues** who love to **lunch and laugh** together.

You'll also step into a world full of endless possibilities — a place where you're encouraged to **grow, create, and make a real impact**.

- **Infinite growth:** explore and develop your talents in a dynamic organization, with all the ups, downs, and progress that come with it.
- **Infinite impact:** we offer you plenty of autonomy and trust, so you can take initiative and actively help shape the Trixie brand. Your ideas matter.
- **Infinite incentives:** count on a competitive gross salary topped up with various extra-legal benefits (expense allowance, meal and eco vouchers, hospitalization insurance, cafeteria plan, ...), the flexibility to take extra (unpaid) leave when you need it, and fun moments with the Trixie CROWD. And yes, **hybrid work** is an option after your onboarding period.

Ready to experience all of this in a place as inspiring as your job? Welcome to Treehouse – our **brand-new, sustainable office building** where **imagination and connection** come to life.

<https://www.trixie-baby.com/home>