



Name: Carolien Maussen
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Date of birth: 19/03/1989
Married, 2 kids (°2016 & 2019)
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Pay'n Roll HR Services

As of 2021

Freelance Payroll & HR Consultant

- HR generalist with 9 years of experience in retail/healthcare within company evolving quickly from SME without separate HR department to an international group with standardized HR way of working cross-countries
- autonomous, quickly adapting to new environments or systems
- ability to work on operational level, as well as working on projects, changing HR way of working or implementation of new systems
- available for replacing HR employees during absences as well as supporting the HR team for specific tasks or projects

Jan 2021 – now: Brink's Solutions Belgium

HR Consultant/HRBP

Main projects: PMP, introduction tool Engagedly, set-up warrants for employees in collaboration with Acerta, reporting, roll-out new values, review car policy, review comp&ben (insurances, net reimbursement, function classification)

Amplifon Belgium n.v.

(2012 – 2020)

HR Operations & Total Reward Specialist

HR Generalist till 2016, as from 2017 focus on hard HR

Payroll & reporting

- Responsible for payroll in collaboration with SD Worx (eBlox) and payroll Luxemburg
- reporting towards Finance and corporate (HC/FTE, accruals, budget/forecasts, kpi's...)

Comp&ben

- management of extralegal advantages (lunch vouchers, insurances, gifts,...)
- implementation, management, SPOC, admin for flex income plan
- draft and implement policies and procedures
- analysis of differences in package for acquisitions

Admin, socio-legal questions, HRBP

- personnel administration within Oracle, eBlox payroll, eBlox HR
- answer questions from employees on socio-legal topics and leaves
- HRBP for regional and line managers

HR projects

career website, implement ATS, employment plan 45+, welcome brochure, interface Oracle-eBlox, social elections, organization of events like Amplifun, yearly kick-off
Back-up for recruitment, HR introduction, internal communication,...

ICT-connecting

(2011)

Direct search and selection of IT candidates
Prospection and accountmanagement

Recruitment consultant

Robert Half International

(2010-2011)

Telephonic screening and interviewing of candidates
Prospection and account management
Matching of client requests and candidates
Follow-up of placed candidates

Consultant OfficeTeam

Student jobs

Educadomo: study help

Camping La Chabotière France: reception, translations

Techmar: Customer service representative: contact SME concerning phone tariffs for Proximus

...

Qualifications

2012-2018

Diverse training via SD Worx:
eBlox: basis and reporting, monthly socio-legal workshops,
seminars on holiday rights, social elections...

2012-2018

Diverse training within Amplifon group: time management, internal
communication, Office365, Oracle

2010

Federgon: Socio-legal knowledge for interim sector

2009-2010

Master Commercial Sciences: direction Company management &
Entrepreneurship
(Hogeschool-Universiteit Brussel)
Scientific article "Socialization in non-profit hospitals: policy choices
and outcomes"

2006-2009

Bachelor Commercial Sciences (Vlekho/HUB)

2000-2006

Economics-Maths (Sint-Niklaasinstituut Anderlecht)

Skills

Languages:

Dutch: mother tongue

English: good

French: good

Software:

Extensive knowledge of eBlox payroll and eBlox HR, Oracle,
Excel/ Office365 (Teams, Sharepoint, intranet...)