



TOBA – Project Consultant

Toba HR... Say what?

TOBA is a Belgian company that offers intelligent and intuitive software solutions for workforce planning, where we ensure optimal resource utilization, seamlessly combined with employee satisfaction and well-being, and a smooth flow of payroll data to the payroll administration.

We are "a solid partner for flexible solutions". Our mission is to be a reliable partner who thinks along with our customers and who tailors their software flexibly such that it works for them. We do this with a team of dedicated professionals who care for each other and for our customers.

TOBA consists of a very close team of +/- 50 employees in which cooperation is the key to our success. To complete our dream team, we are looking for a **Project Consultant**.

What's the job?

Managing the customer relationship during project implementation with a focus on contractual agreements and monitoring project implementation and timing. Managing a project includes:

- First contact with the customer for initial agreements and conducting a kick-off.
- Systematic project follow-up meetings depending on the milestones of the project.
- Expectation management on both sides: what does the customer expect from us and what do we expect from the customer.
- Manage escalations and complaints, including those regarding invoicing.

After completion of the project, you are responsible for a proper transfer from project mode to support mode:

- Managing and tracking project progress.
- Ownership of projects in terms of budget, timing, deadlines and implementation.
- Striving for optimal customer satisfaction.

Who are you?

Of course there are a number of musts for this job. Even more important than the

list below is your desire and drive to go for it together!

- You have solid relevant experience in managing and executing projects in a customer-facing project management role.
- You enjoy developing customer relationships and you ensure the smooth running of projects.
- You like to work in a solution-oriented and systematic manner.
- You are well organized and can withstand the pressure of performing several tasks simultaneously and meeting deadlines.
- Your mother tongue is French or of an equivalent level (for conversations with customers), and you can also express yourself fluently in Dutch (for possible internal consultations with Dutch-speaking colleagues).
- Our office in Zaventem is easily accessible to you.
- You are an initiator and enthusiastic to grow your career at Toba HR.

What's in it for you?

We offer you a salary package with a gross salary tailored to your experience with great extra-legal benefits such as a company car with fuel or charging card, a fixed (net) allowance, smartphone with subscription, hospitalization and group insurance, meal vouchers, home office after training period, an extra day of leave for your birthday and an end-of-year bonus.

You get the opportunity to be part of and play an important role in a company in full growth. We offer a stimulating working environment in which you can develop your skills and where there is room for personal growth.

We provide coffee during an introductory meeting, so that we can convince each other.

We look forward to meeting you!

<https://www.tobahrsolutions.be/>