

HR Administration Specialist

Our client:

A top private bank based in Geneva

Role & Responsibilities:

- Manage employees personal changes such as address, civil status, birth, work permit, etc.
- Manage invoices for temporary and permanent staff, international assignees/graduates, etc. Handle various reports to headquarters in regards to several HR topics
- Update our main HR data system (PeopleSoft) for changes, ensure payroll checks.
- Ensure administrative and payroll entry : work contract and joiner pack preparation, data collection (documents), pre employment checks, follow up, update tracking files, work permit coordination, AVS registration, tax at source check...
- Manage responses to employees for people administration cases

Profile:

- University degree in HR or equivalent.
- Experience: minimum 3 years experience in HR preferably
- Languages: fluency in French and English (oral and written). Other language a plus
- IT skills: knowledge of Microsoft Office Applications and Lotus Notes. Good PC Skills, spreadsheets, databases and office software
- Knowledgeable and experienced in application of local employment law and market practice

Required skills:

- Ability to think strategically; ability to consult and advise; excellent sense of interpersonal relationships.
- Build effective business relationships and to communicate well with people at all levels
- Experience in an international complex environment

Contract type: Temporary

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM198946591