

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Junior HR Assistant - 50%

Our client:

A top tier international private bank based in Geneva

Role & Responsibilities:

- Responsible for updating all absences in the internal absence tool: holidays, unpaid and sick leave.
- Sick and maternity leave follow up
- Analyze reports and update the tool accordingly
- Be the person of contact for external providers
- Respond to the employee's requests via the internal case management tool
- Provide administrative support (e.g scanning, archiving)

Profile:

- A Bachelor degree from an accredited college or university
- Very good knowledge of Excel and interested in IT systems
- Fluent in English and French

Required skills:

- Dynamic, motivated and solutions-oriented

Contract type: Temporary

Rate of activity: 50% (every morning or afternoon)

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM14376739