

Payroll Specialist

Our client:

A top international private bank based in Geneva.

Role & Responsibilities:

- Assist the Senior Payroll role holder in the management and ongoing delivery of the complex and high volume Domestic and Expat Payroll department
- Ensure local adherence to the Global Payroll Standards, Payroll Risk and Control Library and Payroll Governance framework
- Assist the Senior Payroll role holder in the continuous improvement of all Payroll processes, identifying areas requiring improvement and procedures
- Assist the Senior Payroll role holder in ensuring that the Payroll department meets all their local country legislative responsibilities
- Assist the Senior Payroll role holder in the ongoing development of the Payroll department's capability

Profile:

- At least 5 years or more experience in a similar role at a bank or an international company in Switzerland
- University or bachelor's degree in Finance will be an asset
- Fluent English and French
- Good knowledge of Swiss payroll regulations and administration
- Capacity to approach payroll issues in a solution oriented manner

Required skills:

- Customer service oriented
- Strong communications skills
- Attention to detail
- Autonomous

Contract type: Temporary 3 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : OZ1428780433