

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

HR Operations Specialist

Our client:

A top international private bank based in Geneva.

Role & Responsibilities:

- Ensure administrative and payroll entry : work contract, data collection (documents), update tracking files, work permit coordination, AVS registration, tax at source check, family allowances.
- Manage the Absences requests, analyse and update the absence management tool.
- Manage personal changes such as address, civil status, birth, work permit, etc.
- Manage employer's changes such as addendums (salary, function, unpaid leave, maternity, military, family allowances etc.) and employees' requests such as Interim Work certificate write up, attestations, military letters, health insurance exemptions...
- Ensure administrative and payroll exit : data collection from services, issue exit letters, announcements, final work certificates write up, unemployment certificates.
- Participate in HR tasks and Projects.

Profile:

- Minimum 2 years of previous relevant experience to a similar position at a bank or an international company in Switzerland
- Fluent English and French
- Good knowledge of Swiss payroll regulations and administration
- Advanced planning and organising capabilities with proven experience in managing multiple priorities.
- Available immediately

Required skills:

- Attention to detail
- Innovative and proactive with good decision making ability
- Ability to work under pressure in a matrix environment with conflicting demands

Contract type: Temporary 6 months

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : OZ1306414844