

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

HR Assistant

Our client:

A neobank based in Geneva.

Role & Responsibilities:

Purpose & Mission: To provide professional day to day administration support to the HR function, ensuring that all processes are administered in a timely and accurate manner.

Main tasks:

Recruitment:

- Assist with the recruitment and interview process
- Assist with new employee hiring process
- Update the job descriptions and manage the job ads on different platforms (JazzHR, LinkedIn, Jobup, etc)

Onboarding:

- Welcoming all newcomers and guiding them through the onboarding process
 - Preparing their arrival (Seating, IT, Work permits, etc)
- Taking care of the administrative onboarding
 - Employee files
 - Social insurances (AVS, LPP, etc)

Payroll:

- Process the monthly payroll instructions and collaborate with the external payroll company for Switzerland and some of our international branches
- Conduct audits of payroll, benefits, and other HR programs, and recommending corrective actions
- Liaise with other departments or functions (Payroll, Benefits etc.)

HR tasks:

- Maintain employee information by entering and updating employment and status-change data
- Provide support and assistance for HR related projects
- Coordinate training sessions and seminars
- Update/draft policies
- Follow-up/manage the monthly HR invoices
- Manage the working time via our absence system
- Schedule meetings, interviews, HR events and maintain agendas
- Answering employees' inquiries and complaints

Offboarding:

- Draft work attestations/certificates on request
- Follow the offboarding process (Social insurances, IT, etc)

Profile:

- Swiss HR Assistant Certificate or equivalent Swiss qualification
- A minimum of 1 to 2 years' experience in a similar position within a company based in Switzerland
- Good working knowledge of Swiss social security and insurance, Swiss employment law, etc...
- French & Commercial English speaking & writing
- Swiss domiciled
- Immediately Available

Required skills:

- Organizational and planning skills, including demonstrated ability to: handle multiple tasks simultaneously and set goals and enforce deadlines while maintaining flexibility to reassess and prioritize goals, and recognizing when to escalate
- Proactive attitude, enthusiastic and eager to learn
- Excellent presentation, verbal and written communication skills
- Ability to work in groups with assigned responsibilities to achieve desired results
- Facility to work independently to resolve issues
- Aptitude to handle confidential and sensitive information
- Well-developed organizational, planning and time management skills
- Excellent attention to detail and high level of discretion
- Good IT skills, (Microsoft Office - Outlook, Excel, Word and PowerPoint)

Contract type: Permanent

Rate of activity: 100%

Starting date: 01/06/2021

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Maxence Joly

Ref : MJ20735777