**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