

HR advisor

Our client:

A top tier international private bank

Role & Responsibilities:

- Advice, guide and coach managers and employees in relation to complex matters across the spectrum of HR Services, driving the right outcomes and solutions, using the HR case management tool;
- Ensure consistent management of a wide range of issues including performance management, termination, grievances, disciplinary process, labor law, inappropriate behavior and motivation issues;
- Manage complex cases regarding employee relations issues and lead investigation when required;
- Support interpretation of HR policies and procedures;
- Support managers with objective settings and evaluations, salary benchmarks and everyday performance feedbacks;
- Manage leaver process and carry out exit interviews with managers and employees;
- Support continuous improvement initiatives by working in partnership with customer contract teams to ensure efficiency and effectiveness of the service model.

Profile:

- 5 years of practical experience in one or more of HR Advisory, HRBP or Employee Relations teams;
- Experience with young talent management such as apprentices is a real plus (Swiss attestation of « formateur et formatrice d'apprenti-e-s » is an asset);
- Experience of managing the people aspects of change or transformation programs;
- Ability to build and maintain very good and trustful relationship with stakeholders;
- Great communication skills and ability to liaise with demanding stockholders;
- Team player with local and off-shored teams and ability to manage priorities;
- Agile mindset, in order to interpret and provide appropriate conclusions meaningful to the business.
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Contract type: Temporary (7 months)

Rate of activity: 100%

Starting date: February 2022

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat :

Ref : MM1701202994