



Job Description

POSITION

Job Title	HR Administration Specialist
Department	Administration - Human Resources
Reporting to	Senior Management
Location	Lausanne, Switzerland
Start Date	ASAP

JOB TASK

Support the growth of the company by establishing work contracts and managing all processes related to the personnel. Manage records and communication with social organisations and employees. Manage client's onboarding and compliance related communication with external bodies.

KEY DUTIES & RESPONSIBILITIES

HR

- Establish work contracts as well as work certificates;
- Manage related social statements and maintain relationships with social organizations;
- Manage all the processes related to the administration of the personnel and maintain individual files;
- Provide support and assistance to the employees on issues related to personnel administration;
- Consolidate HR related data, ensuring the reliability of the data, and maintain the social dashboards.

Compliance

- Manage the onboarding of new clients and regulatory maintenance of existing clients;
- Manage compliance related communication with external bodies.

YOUR PROFILE

- You have the benefit of a Swiss HR Certificate ("Certificate of Assistant-e in Personnel Management");
- You have 2-3 years of professional experience;
- You are fluent in English and French (both spoken and written);
- You master perfectly the usual computer tools (Word, Excel, PowerPoint, Internet);
- You have an organized, structured, autonomous, communicative, flexible and reliable personality. You work independently and effectively and have the ability to multi-task in a dynamic environment.

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