

HR administration officer (50%)

Position	HR administration officer
Contract	Permanent contract, starting immediately, 50%
Location	Caux (above Montreux)
Reporting line (hierarchical line)	HR, Finance and Premises Director

Purpose of the post

The HR administration officer is responsible for representing the foundation as a responsible employer, be it through appropriate HR policies and processes or through timely salary payments. He/she provides HR support to the line managers.

Main responsibilities

- Define and further develop appropriate HR policies and processes as per needs and ensure its coherent implementation
- Provide HR support to the Heads of Departments in hiring, performance of staff, professional development, dismissal, working certificates
- Participate in the definition of a coherent salary structure and ensure its implementation
- Maintain the contacts with the social insurances (Pension Fund, AVS, IV, maternity leave, accident insurance etc.) and the cantonal authorities
- Oversee the payroll and all HR administration (personal files, working permit, etc...)
- Report to the HR, Finance and Premises Director proactively
- Participate in the budget process

Main tasks

- Working closely with all the departments, increasingly in a consultancy role, assisting the line managers in understanding and implementing HR policies and procedures;
- Promoting equality and diversity as part of the culture of the organization;

Building trust across the world's divide

- Recruiting staff (national and international), which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting candidates
- Contributing to the hiring of volunteer staff for the international conferences
- Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Preparing staff handbooks;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Administering payroll and maintaining employee records;
- Ensuring all social insurances registration, mutation etc... (AVS, pension fund, medical insurances...);
- Interpreting and advising on employment law;
- Dealing with grievances and implementing disciplinary procedures;
- Analyzing training needs in conjunction with departmental managers.
- Giving support on other tasks upon requests.

Job Specifications

- Good knowledge of HR policies and processes
- Good knowledge of Swiss Labor Law
- Several years of experience in HR
- Very good communication skills
- Very good negotiation skills
- Exemplary conduct in human relations
- Very good French and English (written and oral), German an asset
- Good knowledge of MS-Office, Sesam-SAGE)

To apply

Please send your motivation letter, CV and certificates to hr@caux.ch.