



For our client, a international and multiculture Company in Zug we search a

HR Specialist G/E

Job Summary

The Zug HR team is responsible for 11 countries in the Europe, Middle East & Africa region. The HR Specialist provides a wide range of HR and business support. This includes handling of payroll for assigned countries in cooperation with external partners, coordinating the benefits administration, involvement in the recruitment process, day-to-day administrative tasks and expat support.

Main Responsibilities

- Personnel Administration for assigned countries
 - Handle on- and offboarding of employees
 - Data management by using various systems, portals, e-rooms
 - Document and optimize HR processes
 - Contribute to projects & general support to HR Manager
- Work time and absence administration
- Handle payroll and benefits for assigned countries in coordination with external partners
- Benefits administration for Switzerland including pension, social security, accident/illness insurance and specific benefits
- Coordinate corporate credit cards for assigned countries
- Recruitment assistance
- Support expats and assignees
- Local business support to management of one of our business units

Qualifications & Work Experience

- Preferably HR Specialist with Swiss Federal Diploma of Higher Education (HR-Fachausweis)
- Ideally 3-5 years of HR experience (HR Administration) in a multinational company
- Fluency in English and German, other language skills are welcome
- Strong computer skills (Excel)

Attributes

- Ability to work both independently and in a team
- Ability to think processes through
- Flexible and able to handle many different tasks

MZ Personalberatung, Postrasse, 24, 6301 Zug

Telefon: 041 726 49 40

Website: www.mz-personal.ch



- Good priority setting skills
- Working efficiently and accurately
- Customer-service oriented
- 100% assignment, starting date as soon as possible

Location

This position is based at the Zug office in Switzerland.
Applicants are invited to submit their complete applications to Monika Zanella.

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