



For our client, a leading global trader in Zurich and branches in China, India, Europe and Africa, we are looking for an experienced

HR Manager 50 - 80 %

You are dedicated personality with a high-quality standard for yourself. You love to work independently and goal oriented.

Our client is a modern, fast-paced company and is looking for a personality with a strong entrepreneurial spirit who wants to progress together with the company. An innovative team awaits you at the company in Zurich, Switzerland.

Your Responsibilities:

- International personnel recruitment and administrative handling of applicant management
- Accountable for global HR operations related administration and processes across all branches – single point of contact for HR questions and requests internationally
- Updating and ensuring correctness of staff records
- Assistance & Projects - 10% office administration, event planning and other small administrative tasks (higher percentage for this available on request

Skills and Experience you bring along:

- HR Specialist with Swiss Federal Diploma (Personalfachfrau/-mann) or higher education in Business Administration in combination with relevant experience
 - Sound experience in recruiting and general human resources at the last 2 years in a multinational company
 - High level of empathy and loyalty
 - Service-oriented, pro-active, flexible, independent and resilient person
 - High demands on oneself
 - Excellent written and oral in English and German skills is a must, other languages are an advantage
 - Very good IT skills (including Excel)
 - Ability to think processes through
 - Flexible and able to handle many different tasks
 - Good priority setting skills
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- Working efficiently and accurately

The company offer:

- Innovative and fast-paced work environment



- An entrepreneurial culture offering multiple opportunities for learning and development
- A high degree of autonomy
- A international team, modern office infrastructure and the possibility of flexible working

Applicants are invited to submit their complete applications to Monika Zanella.