

HR Operations Specialist

Our client:

A top internationale private bank based in Geneva.

Role & Responsibilities:

Pre-employments checks process

- Launch and monitor clear and efficient background check process for each candidate recruited.
- Build a complete file of each candidate according to the pre-employment check guidelines (Id, diplomas, work certificates and international checks)

On-going process during employment

- Manage personal changes such as address, civil status, birth, work permit, etc
- Update our main HR data system (PeopleSoft) for changes, ensure payroll checks

Leavers process

- Ensure administrative and payroll exit: data collection from services, issue exit letters, announcements, final work certificates write up, unemployment certificates

Profile:

- Bachelor's degree from accredited school or university, Swiss HR certificate will be a plus
- Experience in project support involving the implementation of a new HR platform, or with change management experience around ways of working / communicating (ideally in the banking industry).
- 1 to 3 years of experience
- Very good knowledge of Excel, SAP and interested in IT systems
- Fluent in French and English

Required skills:

- Team spirit, focus on details, at ease in fast paced environments, stress-resistant.

Contract type: Temporary - 6/7 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1197780767