



Are you looking for a new challenge?

In support of the global growth of our activities we are seeking a

HR ASSISTANT - 50%

to join our HR team in Geneva/Satigny

Your mission:

- Management of temporaries employees (recruitment in collaboration with the line manager, entry and welcome process, contact with the temporary placement agencies)
- Actively participate in the entry process for new employees (data entry in the systems, social insurance affiliation, work permit request, planning of welcome process)
- Management of accident and sickness declarations
- Support the internal and external training activities (organization, monitoring and evaluation)
- Produce attestations, work certificates and other administrative tasks
- Periodical HR support for HaslerRail in Bern

Your profile:

- HR Assistant Certificate or equivalent.
- A minimum of 2 successful years of experience as a HR Assistant, ideally in the industrial sector
- Good level in Excel, Abacus salary/HR experience would be a plus
- Perfect command of both German and English written and spoken
- Relationship orientation: ability to build strong and sustainable relationships
- High degree of personal integrity, confidentiality, discretion and respect for others
- Rigorous and accurate person

Concerning the rate of 50%, a presence on Wednesday is mandatory. Other days are flexible.

Your success in our worldwide operating company will be supported by an ambitious international team, excellent working conditions as well as a competitive compensation and benefits package.

Please send your application to:

Sécheron SA
HR department
Rue du Pré-Bouvier 25 - 1242 Satigny - Geneva - Switzerland
hr.geneva@secheron.com - www.secheron.com
00 41 22 739 41 11

Let your talent join our
ambitions to shape our
common future !