

Human Resources Officer

GENEVA

Our Human Resources department's first mission is to ensure coordination between the general strategy defined by the management and the skills of the Bank's workforce. It oversees all aspects of the employee life cycle in the organization. The department implements the tools and processes for efficient HR management and develops its action around the planning and the recruitment of the best talents, their development and their retention. As strategic partners, its team of experts ensures that it provides support, guidance and services to all departments of the organization and strives to create the best conditions for employee performance, empowerment and responsibility by offering the most compelling employee experience and value proposition.

To strengthen the team in Geneva, we are seeking a dynamic and experienced Human Resources Officer.

What you will do

- Participate in the management of full employee life cycle (employment agreements, work certificates, departure letters, accident / sick leave insurance claims, and other correspondence)
- Maintain and update employee records
- Support recruitment processes (prepare and publish job advertisements, screening applications, scheduling job interviews)
- Coordinate on-boarding processes for new employees and off-boarding for leaving employees
- Contribute to the preparation of the reporting regarding HR trends and metrics
- Assist payroll preparation of monthly data
- Act as super-user for HRIS system
- Contribute to various HR projects according to identified business needs
- Perform various administrative tasks

What we are looking for

- Federal HR assistant certificate
- 3 to 5 years of human resources administration experience in the banking or financial environment
- Good knowledge of Swiss labour law and social security system
- Full at ease with digital tools. Experience in data reporting and analysis is a strong asset
- Excellent organisational skills, a sense of rigour and attention to detail
- Excellent communication and customer service skills and keen sense of empathy
- Proactivity and ability to work independently and quickly
- Fluent in English and French, German is strong asset
- Valid working permit

How do we keep you smiling

- The responsibility of an instrumental role at the heart of the development of a human-scale bank, with little hierarchy and recognised know-how and expertise
- An interesting role due to its challenges, complexity and variety
- The support of a competent and motivated team
- A large autonomy of personal operation allowing a real capacity for proposal and initiative
- A remuneration adapted to the experience, skills and seniority of the successful professional

About Banque Heritage

Banque Heritage is a Swiss private banking group that provides a wide range of financial services and tailored investment products. While global in scope and innovative in its solutions, the Bank holds true to its core values – family-orientated approach, independent perspective, intelligent financial management and dedication to our clients and commitment to our people. Founded in 1986, the Bank is headquartered in Geneva with an international presence.

We are looking for professionals with all types of skills, interests and experiences. We care about bringing together staff who are client-oriented, entrepreneurial minded, enthusiastic, collaborative and have the drive to make things happen for our clients and communities.

APPLY NOW

Please send your applications to hr@heritage.ch.
Only direct application will be considered.

We believe that in order to recruit the best professionals all applications must be reviewed equally. For this reason, all the elements you wish to share with us in your file are not discriminating (photo, age, gender, location, for example). We are committed to offering equal opportunities.

If your application is selected, we will reach out for an introductory call.
As part of the interview process, we always ensure complete insight and transparency, namely, you will have the chance to meet people who will be crucial to your future success in the role.

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