

## HR Specialist

### Main Duties:

- Manage of employee documentation
- Process paycheck
- Maintain updated databases of all employee data
- Prepare reports and analyses
- Survey on HR Admin field
- Provide relevant information about Swiss labour law to employees
- Prepare work permit process for new applications and renewals
- Respecting timeframes for immigration authorities
- Process illness notifications, family allowances
- Process AVS and LPP contributions
- Support in HR projects, onboarding and offboarding, training meetings
- Support various administrative activities in HR field
- Coordinate with local authorities for documentation and compliance
- Prepare and upgrade policies and procedures
- Compliance hr policies and procedures
- Creation of HR newsletters
- Employee support for health insurance and bank account
- Translate documents
- Various administrative activities

### Requirements:

- University Degree or equivalent, HR Assistant is highly recommended
- At least 4/5 years of experience in the same role
- Fluent in Italian and English
- Other languages are an advantage
- Proficiency with MOffice

### Soft Skills:

- Excellent interpersonal communication skills
- Proactive attitude
- Client service orientation
- Very good organizational and time-management skills

Your application may be sent directly to Mr. Alberto Largader ([largader@lwphr.ch](mailto:largader@lwphr.ch)) who is in charge for the selection.