

Our client is the global market and technology leader in its segment around the world. More than 10000 employees work for this company.

HR Controlling and Global Mobility is also managed at the HQ in Switzerland. In order to continue to be successful, we are recruiting an HR Controlling & Global Mobility Specialist.

HR Controlling & Global Mobility Specialist

Your tasks

- Supervision of payroll / backup payroll
- HR Budget (Group & AMAG) under supervision of Head GPHR / HR Corporate Functions
- Annual Salary Review under supervision of Head HR Corporate Functions
- HR Controlling: forecasts, budget, accruals, HR KPI Management & Reports
- Comp & Ben Support Corporate
- Pension Fund
- Calitime and whole absence management, including policy updates
- Global Mobility

Your profile

- Commercial apprenticeship and professional experience in human resources (incl. payroll), further training in global mobility
- Able to operate within different cultures and nationalities. Good planning, organizing and coordination skills
- Professional and practical experience of operational personnel administration within an international company in Switzerland (preferably within an industrial company)
- Good knowledge of salary administration, flair for numbers, knowledge of insurance, work permits, etc. in an international context
- Budget and forecast knowledge preferred
- High social skills and service orientation
- Exact and efficient way of working as well as high quality standards
- Positive way of thinking and high team orientation
- Good communication skills and a friendly demeanor
- Dedication, flexibility, discretion, sense of duty
- German mother tongue, very good English spoken and written
- Good knowledge of salary administration, labour law and social insurance
- Experienced in dealing with MS Office (especially Excel)

Your contact person

Roger Buechi looks forward to receiving your application documents, preferably by e-mail to info@ultimativo.ch with the reference number ROB1906. Absolute discretion is a matter of course.