

HR Specialist



We are looking for talented people who share our interests and values. Do you concentrate on the essentials and keep what you promise? Are you trying to make the complicated simple and are unmistakably different in everything you say and do? And most importantly, are you good at offering exceptional service every day?

At Salt we live the culture of motivation, which ensures a unique work environment. The atmosphere is the result of personal effort, teamwork and support. We encourage and challenge each other, we dare and trust.

We are looking to strengthen our HR team with a :

HR-Specialist 100%

Contract: unlimited

Work place: Renens (VD)

Starting date: 1 October 2020

Job description

- Autonomous handling of the following population:
Finance, Marketing, B2B with 150 Employees
- Contact person for managers and employees in HR matters
- Personnel administration from on boarding to off boarding
- Handling of recruitment process and interviews
- Creation of HR-specific data overviews and statistics
- Contact to external organisations (insurance companies, authorities, offices)

Profil required

- Completed commercial education with HR-Specialist diploma (Brevet in HR is mandatory)
- Excellent knowledge of French and German (spoken and written is mandatory)
- Professional experience in a similar position
- Experience in HR-KPI and Reporting
- SAP-Knowledge is a plus
- Organized, independent way of working with a high level of commitment

What we offer

- An exciting and dynamic environment with a unique start-up corporate culture where proactivity and personal commitment are highly valued
- 5 weeks of holiday
- Diverse and several fringe benefits

Have we sparked your interest? Then we definitely would like to get to know you. Please apply to us online (we only consider online applications). Would you like more information? Please contact Nikola Mahmutovic, Head of Human Resources, on +41 21 216 10 57.

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Your Life.

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