

Ekspert SA is an SME specialized in outsourcing payroll management, accounting and related administrative tasks. Abacus ERP is our tool of choice, and we are an integration partner. To ensure the smooth running of the company, we are creating a new position.

Join us and become an ekspert!

HR Admin Specialist -100%

Your responsibilities

- Handling administrative tasks for our clients:
 - Reporting and tracking illness and accident claims
 - Maternity/paternity/military leave requests, etc., checking allowances
 - Work permits (applications, notifications, checks)
 - Family allowance applications
 - LPP transfers (occupational pension)
- Setting up our HR administrative services for new clients
- Participating in team projects
- Liaising with insurance companies and tax authorities
- Handling client queries and requests
- Mail management

Your skills

- You are versatile, independent and organized, adapt easily, are flexible and quickly assimilate information.
- Trilingual in French/English/German is essential, other languages are an asset.
- You are very comfortable with IT tools.
- You have initial experience in a similar role (Certificate in HR Management is a plus)
- Knowledge of Swiss law and labour law is a plus
- Knowledge of Abacus ERP is an advantage

Your strengths

- Strong service and customer focus
- Respect for confidentiality, deadlines and priorities
- Strong organizational skills, rigor and methodology
- Solution-oriented, motivated and proactive personality
- High degree of accountability/personal responsibility
- Enjoys working in a team

Our engagement

Offering all our employees the best possible working environment, valuing them, listening to their suggestions and, in return, being able to offer excellent customer satisfaction.

Employee benefits

Friendly working environment, attractive conditions and salary, 40% remote working, 5 weeks' holiday per year, contribution towards the cost of a federal certificate related to the activity, staff restaurant with chef, good pension fund coverage, APGM and AANP insurance provided after 2 years, staff discounts, free parking, company anniversary celebrations every 5 yrs& more!

We look forward to receiving your complete application, which should be sent exclusively to the following email address: jobs@ekspert.com