

JOB VACANCY

Swiss & Intl. Insurances Advisor



ITX, a leading Expatriate Management Solutions providing expert advice to international organisations on Global Mobility matters. ITX delivers a broad range of services, from **“on request studies”** to **“full operational solutions”** to achieve the simplification of expatriation programs and a better cost control in full compliance with the regulations.

Are you a proactive, client-oriented, problem solver with expertise in Swiss and International HR Benefits and familiar with International Mobility and EU social insurance coordination?

If so, we might be looking for you to strengthen our Consulting Team.

We are looking to hire a

Swiss & Intl. Insurances Advisor

“Brevet Fédéral de spécialiste en assurances sociales” mandatory
Home Office option available

How you can help ITX:

By offering high-level advice on audits, studies, analyses, and documents in the following areas:

- Swiss and International Social Security and Insurances advisory : social security, basic pension, supplementary pension, disability, death, unemployment, family allowances, ...
- Cost simulations: gross to net and net to gross, cost projections
- Insurance policies compliance, drafting operational processes, brochures for employees
- Participation in the set-up of Global Employment Companies and Global Employment Shared Services for ITX existing and prospective clients

What you can bring with you to ITX

- Swiss “Brevet Fédéral de spécialiste en assurances sociales” mandatory
- A minimum of 5 years’ experience within a company based in Switzerland, ideally within Consulting firms, Insurance providers, Multinationals, or Small and Medium Enterprises developed internationally
- Familiarity with the principles of social security coordination with other countries: EU coordination regulations and bilateral social security agreements
- Demonstrated interest in social insurances: intl. pension plan, intl. medical plan, life-disability plan, etc.
- French mother tongue with a good level of English (minimum B2 – C1 appreciated)
- Comfortable with figures and all the latest office computer systems (Word, Excel, Outlook)
- Methodical, conscientious, analytical skills and developed senses of responsibility and confidentiality
- Swiss or with a valid Swiss working permit
- Home office conditional upon Swiss residency

Immediate start date

We are already looking forward to meeting you.

A full application can be sent by email to **recruitment@itx-ge.com** (CV and/or cover letter).

Your application will be reviewed in all discretion. We will only respond to applications meeting the above-mentioned requirements. **Placement agencies please abstain.**