

JOB VACANCY

Payroll & HR Administrator - Full Time

IT X advises international organisations on Global Mobility Matters.

We provide a unique offer from "on request studies" to "full operational solutions".

We achieve the simplification of expatriation programs and better cost control in full compliance with regulations.

Have a passion for payroll and like putting your problem-solving skills to the test?

Have a strong work ethic and like getting into details?

Rigorous and dedicated in your work?

If so, we might be looking for you!

To strengthen our HR & Administration Team, we are currently looking to hire a:

Payroll & HR Administration

100%

How you can help ITX

- o Enter and update employee data in our payroll ERP
- o Follow up on employee movement: arrivals, departures, transfers, secondment
- o Prepare monthly payroll (data and variable input, social security, expense reports, salary, and bonus campaigns, withholding tax, pension, and health insurance schemes etc...)
- o Produce monthly payroll slips
- o Complete pre and post-payroll administrative tasks (social security checks, disability and vacation checks, work permit requests/renewals, payroll reports, monthly and annual payroll reconciliations etc...)
- o Produce and distribute various employee-bound documents: salary statements, unemployment forms, insurance reports, client feedback etc...
- o As well as a great diversity of other administrative tasks associated with the employee life cycle

What you can bring with you to ITX

- o Swiss HR Assistant Certificate or equivalent Swiss qualification
- o A minimum of 3 to 5 years' experience as a payroll specialist within a company based in Switzerland
- o Experience working with payroll for international expatriates/secondees is a serious advantage
- o Excellent working knowledge of one or several payroll management systems (Proconcept or other)
- o Strong working knowledge of Swiss social security, insurance, pension schemes, employment law, etc...
- o French mother tongue with an excellent level of English (minimum C1, bilingual a plus)
- o Comfortable with figures, administrative activities, and all the latest office computer systems (Word, Excel, Outlook)
- o Methodical, highly conscientious with strong analytical skills and a highly developed sense of responsibility and confidentiality
- o Swiss or with a valid Swiss working permit

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, motivation letter, certificates and diplomas). Your application will be reviewed in all discretion.

We will only respond to applications meeting the above-mentioned requirements;
Placement agencies please abstain.