

JOB VACANCY

Payroll & HR Administrator – International Mobility

(VS/JU/FR/NE based : Full Time remote – GE/VD/France based : Part Time remote available)

ITX 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 to your work?

If so, we might be looking for you!

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

Payroll & HR Administrator

100%

How you can help ITX

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

What you can bring with you to ITX

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

What ITX offers

- Full or part-time remote work (depending on where you are based geographically)
- The possibility to join a dynamic team of international mobility specialists in one of the leading mobility solution providers in Europe
- 5 weeks paid vacation
- Up to 6 additional company public holidays
- Pension, accident and loss of earning insurance fully paid by ITX

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.