

Established in 1963 as a Swiss bank, *bcp.bank* segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. *bcp.bank* enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, *bcp.bank* is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, *bcp.bank* also operates branches in Luxembourg and Dubai. More information can be found at <https://www.bcp.bank>.

To strengthen our **Human Resources division**, we are currently looking for a

## **HUMAN RESOURCES ASSISTANT**

### **Part-time (60%-80%)**

#### **TASKS AND RESPONSIBILITIES**

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- Provide day-to-day support in the various HR operational and administrative duties (contractual documentation, attestations, staff loans/bank guarantees, correspondence, work permit requests, etc).
- Coordinate the recruitment process (advertisement publication, follow-up of applications, arrangement of interviews, response to candidates, ...).
- Collect employment information and prepare employment contracts for permanent and temporary staff.
- Create and maintain personnel files up-to-date.
- Organize induction program.
- Prepare arrivals of new comers (requests for IT access and preparation of working place).

#### **REQUIREMENTS**

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- Proven experience in HR administration, in the banking sector
- HR Assistant certificate being an asset
- Prior experience in recruitment process
- General knowledge of Swiss Labor law
- Fluent in French and English, both oral and written, with very good communication skills
- Computer literate (MS Office)
- Reliable, with a high level of integrity and confidentiality
- Efficient time management, with strong planning and organization skills
- Polyvalent
- Accurate, proactive, initiative minded
- Excellent relationship skills, team spirit
- At ease in a fast moving and multi-cultural environment
- Swiss national or valid swiss working permit

#### **OTHER**

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- Location: Geneva
- Starting date: Immediate
- Activity rate: 60% - 80%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

*Kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position. Thank you for your understanding.*