



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 join a team of 4, our **Human Resources division** is currently looking for a

HUMAN RESOURCES OFFICER **Part time 80%**

You will be responsible, for a designated population, for running the employee lifecycle, ensuring compliance with Swiss Labor law and internal policies and directives. You will act as a point of contact for employees regarding HR matters, handle the recruitment process, and various HR administrative tasks.

TASKS AND RESPONSIBILITIES

- **Act as HR Business partner:**
 - Serve as the primary HR contact and reference for designated departments/divisions' employees and line managers, addressing inquiries related to HR processes and experiences (organization issues, performance management, compensation & benefits, training needs, work relationships, conflicts, etc.)
- **Recruitment process:**
 - Coordinate the recruitment process for the designated population (advertisement publication, screening, arrangement of interviews, interviews, response to candidates, references check)
- **Employee Lifecycle management:**
 - Handle the full employee lifecycle and administrative related tasks, including on-boarding, off-boarding, performance management, work permits requests, Trade Registry updates, etc.
 - Draft employment contracts, amendments, departure letters, attestations, and other correspondence.
 - Collect documentation, create, update and maintain employee file in HRIS, ensuring data accuracy and confidentiality.
 - Draft staff loans and bank guarantees.
- **Other:**
 - Contribute to continuous improvement and documentation of HR processes.

REQUIREMENTS

- Proven experience in Human Resources, **in the banking sector in Switzerland**
- Significant experience in an HR Generalist role and in managing the employee full lifecycle
- Bachelor's degree or equivalent experience in Human Resources - Swiss HR certifications being an asset
- Prior experience in recruitment
- Good understanding 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
- Ability to multi-task
- 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

- Location: Geneva
- Starting date: Immediate
- Activity rate: 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.*

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