

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

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**

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- **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**

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- 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**

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- 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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