

Human Resources Business Partner

📍 Location: Geneva | Start date: Immediate | Activity rate: 100%

About BCP

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 <https://www.bcp.bank/en>

About the role

The HR Business Partner (HRBP) serves as a strategic partner to a designated population, providing comprehensive HR support across the entire employee lifecycle. The HRBP is responsible for recruitment, on/offboarding, employee relations, performance management, HR administration and absence management, ensuring alignment and compliance with the Bank's goals, internal policies & directives and with regulatory requirements.

The HRBP is responsible for performing HR-related duties on a professional level and for maintaining the utmost confidentiality in dealing with employees' records and business information.

HR activities cover the Head office as well as its branch in Luxembourg and representative office in Dubai.

Key responsibilities

- ▶ Manage the full recruitment process including preparation of profiles, job postings, candidate sourcing, collection of all required documentation, interviewing, and candidates' answers.
- ▶ Conduct reference checks and prepare offer/employment contract.
- ▶ Welcome new arrivals and organize introductions to the Bank and its guidelines, as well as induction programs.
- ▶ Serve as HR contact for employees and provide support and guidance on HR policies.
- ▶ Manage employee data changes and ensure internal communications related to employee life cycle.
- ▶ Oversee and ensure accurate recording of all employee absences in the HRIS.
- ▶ Monitor the working hours.
- ▶ Ensure that job descriptions are kept up to date with managers.
- ▶ Provide guidance and support to managers in the performance appraisal process.
- ▶ Manage the offboarding process until final settlement, including exit interviews, work certificates and the appropriate contractual documentation.
- ▶ Participate in HR projects when required and maintain the content of the HR Intranet site.

Your profile

- ▶ Proven experience in a senior HRBP role, **in the banking industry**.
- ▶ Strong understanding of global HR practices and regulations.
- ▶ Strong interpersonal skills, with the ability to communicate effectively with various stakeholders.
- ▶ Excellent organizational and problem-solving skills.
- ▶ Good command of English, both written and spoken.
- ▶ Excellent command of MS Office applications.



What we offer

- ✿ A dynamic and multicultural work environment.
- ✿ An inclusive culture where empowerment and creativity are encouraged.
- ✿ A competitive compensation package.
- ✿ Work from home (one day per week).

✉ Application process

Please submit your complete application file, including your **cover letter, CV, work certificates, and diplomas.**

📅 Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

🔍 Privacy notice

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