

Head of Human Resources division

📍 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 Head of HR Division will be responsible for managing and ensuring the quality of the Bank's human resources across its Head Office in Geneva, as well as its offices in Luxembourg and Dubai. Reporting to the Head of HR, Communications & Facility Management department, the role requires both, a strategic and hands-on approach to HR management, contributing to the development and implementation of HR policies aligned with the Bank's vision and business objectives. The incumbent will play a key role in strengthening the employer brand, fostering a culture of diversity, and ensuring compliance with Swiss employment laws and international HR standards.

Key responsibilities

- ▶ Lead a team of three HR professionals (two HR Business Partners and one Payroll & Benefits Officer).
- ▶ Define and implement HR policies and processes aligned with the Bank's vision and objectives and focused on fostering a high-performance culture.
- ▶ Oversee talent acquisition process, training and development and talent retention initiatives.
- ▶ Ensure compliance and efficiency in HR administration, including payroll.
- ▶ Contribute to the optimisation of compensation & benefits policies.
- ▶ Provide strategic insights and recommendations to maintain a dynamic and proficient HR function.
- ▶ Define and implement workplace health and safety policies.
- ▶ Propose and lead projects focused on continuous improvement, particularly in HR digitalisation and IT tools, in collaboration with the Project Manager.
- ▶ Collaborate with the Communications division to enhance internal communication and corporate culture alignment, while strengthening the employer brand to support employee engagement and attract Top Talents.
- ▶ Monitor and manage HR performance metrics and key indicators.

Your profile

- ▶ University degree in Management, Psychology, or a Human Resources-related field.
- ▶ Swiss Federal Diploma of Higher Education in HR.
- ▶ Minimum 10 years of experience in senior HR roles in the Swiss banking sector.
- ▶ Strong leadership, coaching, and team development skills.
- ▶ Proven track record in change management, HR transformation, and digitalisation projects.
- ▶ Innovative and pragmatic approach to HR with strategic thinking abilities.
- ▶ Excellent communication and interpersonal skills, with the ability to influence and persuade.
- ▶ Well-established professional HR network in Geneva.
- ▶ Fluency in both French and English.
- ▶ Proficiency in HR software solutions (e.g. Abacus, Allegro).



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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