

VACANCY

HR Generalist

Nyon, Switzerland
Grade C (80-100%)

UNI Global Union is seeking an HR Generalist to:

take responsibility for all HR operational activities.

1 About UNI Global Union

UNI Global Union is the voice of 20 million service sector workers around the world. Through its affiliated trade unions, UNI represents workers in 150 countries and in every region of the world. Our Head Office is based in Nyon, Switzerland with 50 staff.

UNI's strategy is to build power for working people through strong unions and to change the rules of the game in the global labour market in order to ensure justice and equality for working people.

2 About the job

As HR Generalist, your main tasks will be the following:

- HR and Benefits administration
 - Responsible for the employee life cycle, including employment contracts, work certificates etc.
 - Maintain & update employee records (HR files and HRM Tool).
 - Attendance and leave management.
 - In collaboration with the Finance Department, maintain employee records according to policy and legal requirements .
 - In collaboration with the Finance & Administration team, effectively manage all social insurance administration (AVS, LPP, Allocations familiales, health & accident insurance etc).
- Recruitment
 - Assist with the preparation of job descriptions, post job ads and manage the hiring process
 - Ensure effective relocation of new employees, including obtaining work permits, coordinating admin support with house hunting etc.
 - Ensure new employees receive a proper welcome and implement effective individual induction plans .
- HR policies and procedures
 - Implement and update HR administrative processes, policies & procedures in line with local requirements.
 - Regularly review employment and terms & conditions to ensure legal compliance.
- Training and development
 - Coordinate French language training for new employees and their spouses
 - Assess training needs and identify appropriate trainings to address those needs
- Support management in ensuring a fair and positive working environment

The terms and conditions of employment are according to the collective agreement existing between UNI, its employees in Nyon and their trade union.

3 The Successful Candidate

The successful candidate has:

- A “Brevet Fédéral de spécialiste en ressources humaines” or other relevant professional qualification;
- At least 5 years of similar responsibilities in a small organisation;
- Prior experience working in a multi-cultural environment;
- In-depth knowledge of the Swiss legal system;
- Broad experience with MS Office and HR IT tools;
- An excellent command of both French and English, both orally and in writing.

In addition, the successful candidate

- Is service oriented;
- Has strong interpersonal and communication skills;
- Determines priorities and allocates time and resources effectively;
- Has a strong sense of integrity;
- Works collaboratively with colleagues to achieve organisational goals.

Prior experience in an international trade union or NGO structure would be a definite plus.

4 How to apply

Applications to the position must be sent to Céline Tremblet, Human Resources Manager, at jobs@uniglobalunion.org no later than Monday, January 24th, 2022 and include:

- An application form (available from www.uniglobalunion.org/about-us/jobs)
- Relevant work certificates and diplomas

Interviews will take place in Nyon, between January 31st and February 4th, 2022.

5 Data management

In order for us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>