

We are looking for an Executive support role to carry out the HR responsibilities including recruitment, onboarding, training, and other HR processes, along with Administrative activities for the region.

Your Profile:

- Experience in managing employee onboarding/offboarding process and work contracts
- Around 5 – 6 years of overall professional experience in relevant work area
- Basic knowledge in Employment Regulations as per the Swiss Code of Obligations
- Preliminary work experience in employee's benefits and obligations in Switzerland, including withholding tax, social securities, and insurances
- Competence and willingness in interfacing with external contacts of varied types
- Possessing a disciplined and organized approach, ability to understand people's need and align to the organisation processes
- Great communication skills in an intercultural environment and a cross-functional team, with engaging personality
- Fluent in German and English

What we offer:

- Be part of a team to shape the future of the energy industry
- Plenty of creative freedom in a disciplined environment
- Young, collegial, highly motivated team
- Office location in Zurich
- Flexible working hours
- Part-time work possible (80-100%)

With your passion and ability, you will make an important contribution to run an effective human resource management process in a cohesive unit of talented people, while aligning to the global processes of the organisation. You will also look after the office Administration in this small unit to ensure maintaining the right working environment for the creative set of people.

Our Company:

Secure Switzerland AG was founded under the name of Adaptricity AG as a spinoff of the Power Systems Laboratory at ETH Zurich. Since November 2021, it is part of the smart meter manufacturer, metering solution and service provider Secure Meters Ltd. We specialize in smart grid calculations, simulations, and data analysis. Our young team develops innovative software products that enable grid planners to analyse changing scenarios efficiently and easily. In doing so, we strive to make a substantial contribution to the transition to sustainable energy systems based on renewable energy and electric mobility.

Your Tasks:

Human Resources -

- Work for implementing the policies, procedures, and systems as per the Secure global guidelines
- Act as the single point of contact for all HR activities in the region, which has around 15 employees in the unit
- Provide assistance to salary budgeting exercise, statutory compliances, and related activities of the region
- Manage recruitment, onboarding, induction, and other HR processes of the region
- Extending support for work permit for new employees as and when needed
- Oversee the record keeping activities and act as a custodian of employees, admin & statutory records

Administration and Management Support -

- Perform general administrative work of the region
- Interfacing with external contacts such as recruitment agencies, local banks, maintenance & housekeeping contractors, landlord, etc. for specific needs
- Filing of contracts, registry of commerce, bank documents
- Coordinate with central Sales Admin team and interface to customers for receivable invoices (template & content verification written in German language)
- Supplier invoice controlling, payment and filing
- Local support to the central Accounting team with record keeping for employee expenses, petty cash, credit card expenses
- Assist the Management to meet the stipulated requirements of quality, environment, health and safety management systems in the region

Interested?

Please send your application including a cover letter to:
jobsadt@securemeters.com

Secure Switzerland AG

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