

For our client, a Swiss bank, based in Geneva, we are looking for the

## **Head of HR Administration position based in Geneva**

### **Your responsibilities**

- Lead several HR operational teams (payroll and administration)
- Coordinate, create and develop operational standards within the Group
- Optimize global HR procedures
- Create reports and metrics
- Lead HR operational projects
- Create synergies and best practices
- Partner of the HRBP

### **Our client offers**

- The opportunity to join a dynamic bank with entrepreneurial and team spirit
- A long term vision
- A bank with strong values
- A diversified activity
- An attractive compensation

### **Your profile**

- University degree in Human Resources
- Confirmed experience and proven track record in a similar position
- Proven track record in Human Resources project management
- Competences in management or supervision of a team are required
- Knowledge of the banking industry is a must have
- Excellent customer service and communication skills
- Analytical and autonomous
- French and English
- Swiss national or valid C permit.

Please contact us or address your application to :

Marta Buckmaster  
ESA Partners  
8 rue du Conseil-Général  
CH-1205 Genève  
Tél. +41 79 109 45 97  
[marta.buckmaster@esa-partners.com](mailto:marta.buckmaster@esa-partners.com)

ESA Partner is a Swiss firm, based in Geneva, active in executive & talent search for banks and financial institutions.