

## Interested in being part of a dedicated team?

Are you a proactive, solution-oriented and communicative people person seeking a fresh challenge?  
Are you a positive and empathetic HR allrounder, ready to use your know-how and drive to make a difference?

If this sounds like you, then read on!

We are a successful **medical communications agency** with offices in Switzerland and the UK, employing over 60 people. We have a 20-year track record in providing a complete range of contemporary medical writing, strategic business and marketing services to the pharmaceutical industry. As a result of restructuring, we are looking for a highly motivated, team-oriented

## HUMAN RESOURCES MANAGER (80–100%)

to join our team in Switzerland. This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative-taking, resourcefulness and enterprise. Our company ethos is driven by **quality and trust**, all our team members are highly valued and have an active role within the company.



### RESPONSIBILITIES & OBJECTIVES

- Take full HR ownership of the employee lifecycle from entry to exit for both offices, maintaining and improving processes necessary to attract, recruit and retain great people
- Lead the payroll process for both offices, in cooperation with external payroll providers, including insurance management and interaction with relevant authorities
- Drive the performance and development process, including organisation of trainings and management of career progression and succession planning activities
- Manage the working time and absence reporting in Abacus, and support efficient invoicing in cooperation with the Accounting Manager
- Provide advice and strategic support to the Executive Board in HR matters, reporting directly to the Managing Director



### YOUR PROFILE

- University degree or commercial education (KV), and further education in Human Resources
- At least 3 years' experience in a similar position, ideally within an international environment
- Determined personality with strong relationship-building skills and high service orientation
- Excellent interpersonal skills and demonstrate confidentiality and work with integrity
- Proven organisational skills with attention to detail and precise working style
- Fluency in English and German, both written and spoken
- Very good working knowledge of MS Office



### BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Flexible working time
- Open, supportive and highly professional environment

If you are searching for a role where you can help shape the future, then please send your CV and covering letter to Irene Boog, Associate Director, Human Resources, at [irene.boog@nspm.com](mailto:irene.boog@nspm.com) or call +41 41 379 79 06 for an informal discussion.

Applicants who apply to nspm directly will be given priority over those applying via a recruitment agency.