

Albinati Aeronautics, a well-established Geneva-based business aviation company active in the field of charter, management and trade of business jets is seeking to engage a motivated and experienced part-time (40% - flexible working hours)

### **HR / Payroll Assistant**

attracted by the energy and the excellence of our company.

#### **Job description**

Within a small team, the successful candidate's responsibilities will include:

##### HR Administration

- Process all new starters and leavers including production of employment contracts, termination letters and leaver work attestations
- Create and maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act.
- Process work permit applications
- Process and deal with social security matters (AVS, LPP, family allowances, sickness and accident cases, etc.)
- Assist with any recruitment administration, including employment applications
- Maintain the HR Database including all absences reporting

##### Payroll

- Process monthly payroll
- Deal with employee salary and payroll queries
- Any other payroll duties as required by the business

#### **Key skills and candidate's profile**

- Fluent in French and English, very good knowledge of Italian
- Proven experience of at least 3 years in a similar position (min. 50 payroll)
- Strong knowledge of payroll software (ERP) and MS Office tools
- Good communicator and personable
- Meticulous and able to work independently
- Highly organised with the ability to prioritise
- Swiss citizen and Swiss resident

#### **We offer**

- A challenging position in a fast-growing company
- An interesting and stimulating working environment
- The motivation of a young and dynamic team
- Remuneration in accordance with experience and competences

We look forward to receiving your application together with a motivation letter and the following documents at [job.hrp@albinati.aero](mailto:job.hrp@albinati.aero)

- Curriculum Vitae
- Copy of diploma(s) and other relevant qualifications
- Copy of previous employments' work certificates

***Only applications from candidates fulfilling the above-mentioned pre-requisites will be answered.  
Thank you in advance for your understanding.***