



Joining the TUI Destination Services Human Resources Team as a HR Advisor, you will primarily issuing contracts and manage all the HR Administration and Payroll processes for the employees working in different countries.

TUI Group is the world's number one integrated tourism group. We employ 66,000 people in over 100 countries and service 20 million customers in 180 destinations worldwide.

HR Advisor 100% w/m

What you will be doing:

As an HR Advisor you will be responsible for supporting and consulting the employees in the destinations as well as the Managers regarding personnel and legal issues. You will be issuing employment contracts, terminations, statements, warning letters and work certificates in German and English. You will be responsible for the complete coordination and organization of VISA applications and/or registration processes. You will have to put all data maintenance and payroll administration in SAP and you also take part in the monthly payroll process. You will have to do general administrative work from the beginning to the end of an employment relationship.

Your daily work will include the work with SAP and Microsoft Office as well as other HR related systems. International HR project support will also be a part of this role.

What we are looking for:

- Demonstrable previous experience in Business administration tasks
- Experience in HR and having a basic HR education in Switzerland
- Good knowledge of MS Office and SAP experience is an advantage
- Someone with analytical skills, able to process large amounts of data and meticulous with details
- Empathy, honesty and transparency should be part of your personality
- Excellent English language skills, both written and verbal, mandatory. Good communication skills in Swiss-German or German
- A talented team player who wants to learn, grow and drive their career while Spreading smiles across the globe

Discovering the world's diversity, exploring new horizons, experiencing foreign countries and cultures: travel broadens peoples' minds. At TUI we create unforgettable moments for our customers across the world and make their dreams come true.

To apply for this role [Click here!](#)

