

Schroders with headquarters in London employs over 3800 talented people worldwide, operating from 38 offices in 28 different countries across Europe, the Americas, Asia and the Middle East, close to the markets in which we invest and close to our clients. Schroders has developed under stable ownership for over 200 years and long-term thinking governs our approach to investing, building client relationships and growing our business.

Schroders in Switzerland is a renowned Financial Institution with around 300 employees located in Zurich and Geneva. For our private clients we provide tailor made investment solutions and complementary financial services. On behalf of institutional and retail investors, financial institutions and high net worth clients from around the world, we invest in a broad range of asset classes across equities, fixed income, multi-asset and alternatives.

For our Human Resources Team in Zurich, we are looking for an

HR Generalist

to strive for efficiency, whilst continuously improving delivery of HR services, in collaboration with HR team, to line managers and all employees, including:

- HR administration from entry until leaver process (incl. employment letters, reference letters, meetings with joiners and leavers, etc.)
- Maintain the personal files, HR filing and the HR IT systems
- Consult with line management and provide daily HR guidance
- Contribute to the continuous improvement of HR systems and practices
- Ensure proper process and administration of employee benefit transactions
- Liaise with external vendors and outsourcing partners for payroll processing and pension fund
- Prepare various HR reporting for Senior Management locally and in London
- Prepare HR supporting papers for internal and external meetings (e.g. Board of Directors, Executive Board, Town Hall, etc.)
- Support staff with the performance management system and process, as well as with the absence and time recording systems
- Assess further education requests for staff and ensure the relevancy and appropriateness of training content
- Provide guidance and support with employee relations matters and ensure reliable monitoring of special cases
- Assist with the recruitment of administrative, professional, and mid-level management staff
- Support various HR projects, the development of HR policies and procedures

Required profile

- 5+ years of administrative experience in Human Resources, preferable in an international environment
- Commercial apprenticeship and degree in Human Resources
- Knowledge of HR concepts and employment regulations
- Proficiency in MS Office especially Excel
- Outstanding ability to cope with pressure and a great level of flexibility
- Efficient, enthusiastic, resilient and initiative
- Very customer oriented and work well in a team
- Fluent in German and in English, preferably good knowledge of French
- Strong communication skills and organisational efficiency

We offer a challenging, diverse and supportive working environment as well as modern employment conditions in an international, dynamic and entrepreneurial environment. The office is located only 10 minutes from Zurich Hardbruecke station.

Please apply with your complete application, including a motivation letter, [online](#).
Only direct applications will be considered.

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