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HR Administrator Jobs in Switzerland with Free Visa Sponsorship 2024

Hiring organization

Domino's

Date posted

July 11, 2024

Valid through

31.12.2050

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Job Location

Switzerland

Remote work from: IN; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 32 - USD 42

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Description

HR Administrator Jobs in Switzerland with Free Visa Sponsorship 2024

We are seeking a highly organized and detail-oriented HR Administrator to join our team in Switzerland. As an HR Administrator, you will play a crucial role in supporting our HR department with various administrative tasks, ensuring the smooth operation of our HR functions. This is an excellent opportunity to work with a dynamic team and gain valuable experience in HR administration.

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Key Responsibilities

Support the HR team with recruitment, onboarding, and employee data management Maintain accurate and up-to-date HR records and databases Assist with benefits administration, payroll, and other HR-related tasks Provide exceptional customer service to employees and management Develop and implement process improvements to increase efficiency

Visa Sponsorship[Jobs 2024

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Requirements

Bachelor's degree in Human Resources, Business Administration, or a related field At least 2 years of experience in HR administration or a related role Excellent organizational, communication, and interpersonal skills Ability to work in a fast-

paced environment and meet deadlines Fluency in English; knowledge of German or French is an asset

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Benefits

Competitive salary and benefits package Free visa sponsorship for international candidates Opportunities for professional growth and development Collaborative and dynamic work environment Flexible working hours and remote work options

How to Apply

If you are a motivated and detail-oriented individual with a passion for HR administration, please submit your application through our official website. Please ensure that your application includes a cover letter, resume, and any relevant certifications or documents. We look forward to hearing from you!

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