

The Adecco Group, based in Zurich, Switzerland, is the world's leading provider of HR solutions. With close to 32,000 FTE employees and more than 5,500 offices, in over 60 countries and territories around the world, Adecco Group offers a wide variety of services, connecting more than 700,000 colleagues with over 100,000 clients every day. The services offered fall into the broad categories of temporary staffing, permanent placement, outsourcing, consulting and outplacement. The Adecco Group is a Fortune Global 500 company.

At Global Headquarters in Zürich-Glattbrugg, where 170 colleagues from 30 nationalities work, we are currently offering the opportunity to join the Group as

HR Director

Reporting to the Chief HR Officer Adecco Group, this position has overall responsibility for the local HR functions at the Group Headquarters.

Scope of duties:

- **Leadership & Management:** lead, inspire and manage the performance of direct reports (3 persons in HR Team HQ and 3 in Facilities), lead the development of the Adecco culture across the HQ and promote Adecco externally as a leading and preferred employer
- **Employee Relations:** foster good employee relations and promote these as a retention tool, conduct regular employee surveys followed-up with adequate action plans, develop compensation & benefit policies as well as recognition tools and practices that enable progressive business performance and retain and motivate talent
- **HR Business Partner:** supporting the Line Management in all HR related topics through the entire HR processes
- **Training / Employee Development:** support a learning culture across the business; evaluate training requirements and deliver right mix of courses
- **Annual HR Processes:** initiate and coordinate all annual HR processes
- **Payroll, Social Security, Legal Compliance:** maintain and ensure efficient and effective HR operations and personnel administration in line with legal requirements and HR policies/processes, supervise and authorize year-end-closings with pension fund, state pension, insurances, tax authorities
- **Financial Management, Reporting:** manage the HR budget
- **Project sponsor:** for GPTW (Great Place to Work)

Experience & skills:

- university degree in Business Administration; ideally complemented by post-graduate studies in Human Resources
- very good knowledge of labor law and social security systems in Switzerland and/or other countries would be a plus
- strong leadership, initiative and effective decision-making skills
- good cultural awareness, team player, excellent communicator, customer & service oriented, strong influencing skills, high personal impact and the ability to gain credibility with peers and line managers quickly, high level of enthusiasm and energy
- at least 5 years previous experience in similar function ideally on international level within the staffing or service industry, preferably in a global matrix organization with a decentralized structure
- excellent project management, analytical and organizational skills
- fluency in English is a must, German is a plus
- experience gained in a Swiss company and knowledge of Swiss culture is a strong plus.

To apply or for questions, please contact Esther Frasconi (esther.frasconi2@adecco.com) HR Business Partner Adecco HQ.