



# Job Opportunities

Helping the world get where it needs to be.

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

**Our rapidly evolving and dynamic organisation in Geneva is looking for a**

## **HR PAYROLL & ADMIN COORDINATOR (50%)**

**Maternity Leave Cover – 9 months**

### **JOB SUMMARY:**

Reporting to the HR Business Partner & Learning & Development Specialist, the incumbent is responsible for managing payroll data administration and supporting the HR department in all administrative tasks.

### **RESPONSIBILITIES:**

#### Payroll

- Ensure accuracy of payroll data at all time by collaborating with external payroll providers, tracking changes and updating payroll records of all IRU offices
- Track and review in details data changes including new hires, salary changes, terminations, benefits and absences
- Organise and file payroll records and reports and prepare the necessary files for annual audits

#### Administration

- Maintain employee files
- Update HR databases
- Support HR administration for the HR team such as organising interviews and candidates venues, meetings, trainings, on boarding, job descriptions, contracts, relocations and staff events
- Prepare HR communications for internal and external dissemination such as employment contracts, work certificates, work permit request, etc.
- Assist employees and managers with the time management system and track absences
- Be the first point of contact for all employee request arriving either in person or by email
- Support the agendas of both the HR Generalist and the Associate Director – HR
- Assist in any other administrative support as deemed necessary

### **QUALIFICATIONS & EXPERIENCE**

- Previous experience in an administrative role
- HR Assistant Certificate is a must
- Proficiency in MS Office

**COMPETENCIES, SKILLS & BEHAVIOURS**

- Excellent written and oral communication in English and French, additional language is an asset
- Detailed oriented with focus on quality and consistent output – essential for payroll administration
- Proven organisational skills and administrative excellence
- Natural communication and interpersonal abilities
- Strong work ethic is a must and team spirit
- Professional and positive attitude, customer oriented approach
- Hands-on with an ability to anticipate, understand the sense of urgency
- Cross-functional collaboration to be successful in a matrix organisation

If you are interested in this exciting opportunity, please [apply here](#) by sending your motivation letter in English indicating your interest and why you believe you are the right fit for the position. Your most recent CV would also be very much appreciated.

**Application deadline: 6 September 2020**