

Human Resources Generalist

Zürich

Embotech is an award-winning software scale-up developing cutting edge autonomous driving technology and solutions for autonomous vehicles, with focus on private ground applications such as trucks at port terminals and passenger cars in factories. We are delivering safe autonomous transportation by leveraging the real-time optimization technology that we have been developing since 2013. Our team is comprised of highly skilled employees with a passion for excellence and efficiency. We are looking for highly motivated people to help us solve one of the most complex challenges of tomorrow and take our company to the next level.

We are currently looking for a Human Resources Generalist to join our HR team. In this role, you will manage HR administration for employees across our offices in Zurich, Munich, Rotterdam, and other international locations, ensuring smooth and efficient HR operations. As a key member of the HR team, you will work closely with the Head of HR and the Payroll Expert, supporting a wide range of HR activities throughout the entire employee lifecycle, including onboarding, HR administration, performance management processes, and offboarding. You will act as a trusted point of contact for employees and managers, helping to ensure a positive and seamless employee experience.

Join us at Embotech for an exciting internship in a fast-growing company with attractive conditions and flexible hours. You'll be part of a dynamic and international team, working alongside highly skilled colleagues passionate about excellence and efficiency. We're looking for motivated individuals to help us tackle one of the world's most complex challenges and propel our company forward.

Responsibilities:

- **HR Administration:** Manage employment contracts and amendments; coordinate and execute onboarding and offboarding processes; handle administrative tasks related to employee changes (e.g., salary adjustments and promotions); ensure compliance with Swiss employment law and internal policies; collaborate with the payroll expert and external payroll providers by providing monthly employee mutations
- **Recruiting:** Collaborate with hiring managers to define job requirements; publish job advertisements on relevant job boards; manage the applicant tracking process, including reviewing applications and coordinating candidate communication; organize and coordinate interview schedules; ensure a positive candidate experience by maintaining clear and timely communication throughout the recruitment process; manage offer preparation, including drafting employment contracts and compensation proposal
- **Performance Management:** Support and coordinate the annual performance review cycle, including timelines, communication and process guidance
- **Employee Development:** Support training and development activities, including succession planning initiatives
- **HR Processes and Policies:** Support the implementation of HR processes, policies, and initiatives; contribute to HR projects and the continuous improvement of HR practices

Requirements:

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field
- Minimum of 5 years of experience in an international HR Generalist role
- Excellent communication skills in English and German; additional languages are a plus
- Ability to handle confidential information with discretion
- Proactive, hands-on and solution-oriented mindset
- Ability to work independently and manage multiple priorities in a dynamic and international environment
- Solid knowledge of Swiss employment law and HR best practices
- Experience with HR tools and the Microsoft Office

Our preferred starting time for this position is ASAP

We look forward to receiving your application documents (CV, diplomas and reference letter) by email:

careers@embotech.com

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