



BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates branches in Luxembourg and Dubai. More information can be found at www.bcp-bank.com.

To strengthen our **Human Resources division**, we are currently looking for a

HUMAN RESOURCES OFFICER – Part time 50%

TASKS AND RESPONSIBILITIES:

- Coordinate the recruitment process (advertisement publication, follow-up of applications, arrangement of interviews, response to candidates, ...)
- Organize the entry of new staff members (collect documentation, create personnel files, ...)
- Support in general HR administrative tasks (contractual documentation, attestations, staff loans/bank guarantees, correspondence, etc)
- Maintain staff members' files manually and electronically, including archiving
- Provide day-to-day assistance to the HR team

REQUIREMENTS

- Min. 1–2 years prior similar experience in Human Resources, preferably in the Banking sector
- HR Assistant certificate being an asset
- Prior experience in recruitment, with good knowledge of the recruitment process
- Knowledge of Swiss Labor law
- Fluent in French and English (both oral and written), with very good communication skills
- Computer literate (MS Office)
- Reliable, with a high level of integrity and confidentiality
- Efficient time management, with strong planning and organization skills
- Able to manage multiple tasks at once
- Accurate, proactive, initiative minded
- Excellent relationship skills, team spirit
- At ease in a fast moving and multi-cultural environment

OTHER

- Location: Geneva
- Starting date: to be defined
- Activity rate: 50%, Mon–Fri, every morning

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

Please kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position.

Thank you for your understanding.