

Overview:

Our client is a fast-growing global company managing HR, payroll and compliance for international teams, with a growing Swiss operation. This role owns Swiss labour leasing compliance as the Responsible Person under SECO requirements, alongside day-to-day HR and payroll administration for the Swiss team. Remote working, reporting to the Head of Legal and Chief Operating Officer.

Responsibilities:

- Act as the Responsible Person for the company's Swiss legal entity under SECO requirements
- Ensure compliance with Swiss labour leasing legislation, employment law and the staffing industry GAV
- Oversee the correct, compliant assignment of employees to clients
- Monitor salary accuracy and social security contributions
- Serve as the primary Swiss contact for SECO and cantonal authorities
- Maintain documentation for audits and inspections
- Coordinate monthly payroll inputs with the Swiss payroll provider
- Manage onboarding, contracts and HR documentation for new joiners
- Respond to employee HR and payroll queries
- Support process improvement and consistent HR best practice across Swiss operations

Requirements:

- 3+ years' experience in labour leasing/staffing operations, or HR/recruitment with hands-on operational involvement
- Strong knowledge of Swiss labour leasing regulations, employment law and the staffing industry GAV
- Proven ability to run staffing operations independently
- Experience interacting directly with Swiss authorities
- Familiarity with payroll processes
- Excellent people management skills
- Strong communication and administrative skills
- Ability to work independently
- A relevant qualification (economics, HR or psychology) combined with applicable experience is acceptable in place of direct labour leasing experience
- German or French language skills are advantageous