

## Job Description

**Title:** Human Resources Manager

**Posted on:** May 13, 2019

**Location:** Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva, Switzerland

### ABOUT THE WYSS CENTER FOR BIO AND NEURO-ENGINEERING

The Wyss Center ([www.wysscenter.ch](http://www.wysscenter.ch)) is non-profit organization focused on the translation of neurotechnology for human benefit. The Center provides the expertise, facilities and financial resources to transform creative neuroscience research into clinical solutions that will improve the lives of people with nervous system disorders.

The Center's experienced multidisciplinary neurotechnology development team from industry and academia provides the integrated scientific, engineering, clinical, regulatory and business expertise required to guide high risk, high reward projects on their journey from research to product.

The Center is seeking a **human resources manager** to join our international team. The individual will be a self-starter who will not only drive HR processes, but also create a high-performance environment in which each team member is encouraged to maximise his or her strengths to accomplish results and contribute to the further growth and development of the Center.

### POSITION SPECIFICATION

The successful candidate will assume a broad range of Human Resources (HR) responsibilities:

- Develop, implement and communicate HR policies, processes and systems
- In close collaboration with other organizational functions manage all HR related aspects of the organization:
  - Hiring: Work with hiring manager to write and finalize job descriptions, review candidates with team, set up interviews, coordinate hiring process
  - On-boarding: Welcome new employees and familiarize them with processes and procedures, relevant tools and policies. Ensure employees are set up with relevant accounts and internal communication tools
  - Tracking of absence, vacation, travel, etc. as well as HR metrics
  - Employee development and training
  - Compensation and benefits management
  - Manage the annual performance appraisal process
  - Enforce policies and ensure compliance
- Collaborate with other Center leaders to implement strategies and processes for employee engagement, training and career development, retention of key talent, diversity and inclusion
- Provide coaching and mentorship to facility staff and support a culture of collaboration

### CANDIDATE PROFILE

- Bachelor's Degree or equivalent experience in HR in Switzerland

- Proven experience in multiple fields of HR, including but not limited to compensation and benefits, HR systems, employee relations and compliance
- Knowledge of Swiss laws related to HR, and familiarity with EU HR regulations
- Self-starter, proactive, ensures tasks and priorities are managed and decisions are executed within a dynamic, multicultural environment
- Down to earth and confident, and with the ability to instill confidence in others
- Strong and friendly communicator
- Fact driven and effective decision maker with the willingness and resolve to make difficult decisions
- Positive attitude and a role model, with unquestioned integrity, work ethic and trustworthiness
- Culture aware with a strong understanding of various environments (academic, industrial, government)
- Experience working in a start-up or a small organization is a plus
- Fluent in English; French a plus