

JOB SPECIFICATION FOR AN INTERNATIONAL EMPLOYMENT SPECIALIST

In order to support our growing international employment outsourcing operations we are looking for an International Employment Specialist to join our Compliance team, developing and maintaining our world-class international employment services.

Location: Neuchâtel, Switzerland

Reports to: Compliance Manager

THE WORLD'S MOST
TRUSTED EMPLOYMENT
SOLUTIONS PARTNER

OUTLINE:

Capital GES is a market-leading provider of employment solutions worldwide. In order to support our growing international employment operations, we are seeking an International Employment Specialist in our compliance department based near Neuchâtel, Switzerland.

Our ideal candidate will be self-motivated, organised and well presented, with the experience, attention to detail, and confidence to undertake all aspects of our research, development, and compliance activities, to research problems as they arise, and to provide options and guidance to colleagues and senior management.

KEY OBJECTIVES:

- Provide knowledge, guidance, and education to colleagues to allow them to provide excellent service;
- Develop and maintain internal and external tools to ensure that the company's services can be delivered effectively within the set risk parameters and operational workflows;
- Liaise and negotiate with colleagues and external partners to resolve operational issues.

PRINCIPAL RESPONSIBILITIES:

- Research, develop, implement, document, train, maintain and support international employment products and solutions;
- Research, develop, provide user training for and maintain tools and procedures to support the sale, management and delivery of new and existing services;
- Research, develop, and maintain internal and external documents and templates in line with in-country requirements and the company's services;
- Create, maintain and update content within the company's knowledge base;
- Manage day-to-day relationships with the company's international suppliers and partners.

SECONDARY RESPONSIBILITIES:

- Provide information to allow the sales team to create external marketing documentation and materials;
- Evaluate and report on the risk profile of current products and services.

SKILLS, EXPERIENCE AND ATTRIBUTES:

- Experience in international mobility, international HR or employment outsourcing;
- Native-level written and spoken English; other languages a distinct advantage;
- Excellent written and oral communication skills;
- Experience with key MS Office applications, advanced working knowledge of MS Excel.
- Prioritisation in a fast-paced environment;
- Experience in project management an advantage;
- Proven problem-solving skills and experience.

CONTACT US:

- Please submit a full CV and cover letter in English to careers@capital-ges.com