



Human Resources Manager (Zurich)

In your role as HR Manager you will provide expertise for the full scope of HR functions in our Zurich office and will be responsible for all local HR activities. You will serve as an advisor to the management team and implement policies that will enable our employees to achieve the companies' ambitious business goals.

What will you do

- Support our managers in their strategy and people decisions with HR data, policies and recommendations
- Develop a local recruitment strategy in line with our vision, strategy and brand and guide our new hires through the onboarding experience ensuring a successful start for them from day 1
- Lead and implement key HR processes and practices in the areas of staffing, performance evaluations, succession planning, employee development, retention measures etc.
- Act as a coach for managers and employees with all sorts of people- or career-related questions
- Manage HR admin processes, including employee contracts, AHV, Labor Law, HRIS Systems, compensation & benefits etc.
- Maintain in-depth knowledge of Swiss legal and compliance requirements related to day-to-day management of employees, reducing legal risk and ensuring regulatory compliance
- Translate strategic corporate plans into local HR operational plans and successfully implement
- Monitor and drive employee engagement through internal events, initiatives and communication
- Participate in a variety of HR projects on a global level

What do we expect

- Bachelor's degree or specific HR degree

- Minimum 5 years' experience in a similar role, software/tech industry background a plus
- Experience with international and fast-growing / start-up organizations
- Demonstrated ability to build and manage HR Operations from scratch
- Pro-active, efficient, solution-oriented and hands-on personality
- Strong problem solver and innovative mind set, while keeping implementation potential in mind
- Self-starter, comfortable with ambiguity and entrepreneurial spirit
- Languages: Fluent in German and English
- Willingness to travel if required

About the #EagleTeam

Screening Eagle Technologies | Proceq | Dreamlab

We are on a mission to protect the built world with software, sensors and data. We hire talented problem-solvers with bold ambition who share our passion for inspection technology to sustain mission-critical assets and infrastructure for future generations. Our culture is creative, innovative and inclusive. We are a fast-paced, product-driven, growth company headquartered in Switzerland with our Singapore technology hub and a global mindset looking to lead a digital revolution in inspection. Want to join the #EagleTeam?

Send your application to [hr @screeningeagle.com](mailto:hr@screeningeagle.com)