

## HR Manager 40-60%:

Embotech is a software company developing cutting edge motion planning technology for autonomous vehicles. We are determined to accelerate the transition towards safe autonomous transportation by leveraging the core real-time optimization technology that we have been developing since 2012.

Our team is comprised of highly skilled employees with a passion for excellence and efficiency. We are looking for highly motivated people to help us solve one of the most complex challenges of tomorrow and take our company to the next level.

As the person in charge of Human Resources you will be responsible to recruit, motivate, train, develop and retain an outstanding workforce in our two offices in Zurich and Munich and other locations following the company's expansion. With this function you will be reporting directly to the CEO.

### Responsibilities

- **Recruiting:** manage recruiting process, organise interviews, contracts, work permits, onboarding
- **Employee development:** training, compensation & benefits, compensation benchmarking, succession plans
- **HR processes and policies:** general HR process, Appraisal process, HR policy, employment policy
- **Employer branding:** establish Embotech as an outstanding employer and actively build an employer brand in Switzerland, Germany and other relevant countries

### Requirements

Must have:

- Excellent communication skills in English and German. Other languages a plus
- 5+ years proven HR experience in a similar role within a multinational organisation
- Very good knowledge of Microsoft office package (Word, Excel, PowerPoint and Outlook)
- Experience with HR tools (for recruiting, time recording, other)
- Experience in international recruiting
- An open, positive, creative mind-set paired with a service-oriented personality
- You enjoy working in a dynamic team in an international environment, with main language English

Preferred requirements:

- Experience in payroll
- Experience in a startup/scaleup

We offer an exciting job in a fast-growing company with attractive conditions.

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