

HR Generalist 40-60%

(temporary, maternity leave cover)

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 of March 2024 or upon agreement, we are looking HR Generalist for a limited period as maternity leave cover (until October 2024). You will be in charge of all HR related tasks for employees in Switzerland and Munich. As the main point of contact for HR, you will work independently on personnel administration and you will report directly to the CEO.

Responsibilities:

- **HR Administration:** maintain employees HR related files and records in electronic form, manage employee time tracking system, ensure compliance with labour regulations.
- **Payroll:** manage payroll related tasks (social insurances, family allowances, taxes, accident declaration) and relationship with our external Swiss and German payroll providers
- **Recruitment:** manage recruiting process, (job posting, applications review, employment contract establishment and work permits with Swiss authorities) and coordinate entry process for newcomers with HR presentation
- **Employee development:** coordinate Embotech's, performance management process, and manage employee's training request and reimbursement
- **HR program and policies:** Promote HR programs and conduct HR projects for reviewing and improving HR processes

Requirements:

- HR specialist certificate or equivalent further training.
- Fluent in German and English in order to deal with local authorities as well as international employees
- 3+ years proven experience as an HR Generalist with payroll experience within a multinational organisation
- Very good knowledge of Microsoft office package (Word, Excel, PowerPoint and Outlook)
- Experience with an HR Information System
- A good understanding and working experience of Swiss Employment law
- An open, positive, creative mind-set paired with a service-oriented personality and ability to in an international environment.
- Experience in a startup/scaleup is preferred

The position is temporary with the possibility of being offered a permanent position
(depending on the development of the company)

We look forward to receiving your complete application documents (resume, cover letter, and reference letter):

careers@embotech.com

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