

Associate - Client and Employee Relationships - 100%

The Business Harbour is a boutique, exclusive salary hosting and payrolling company operating throughout Switzerland from its home office in Geneva.

Our mission is to facilitate work by giving freelancers the liberty of consultant status with the advantages of being employees of The Business Harbour. Similarly, we provide companies with a fully compliant and flexible solution to hire talented professionals in Switzerland. In a nutshell, our aim is to enable the future of work today.

In this role you will report to the *Business Development Director* and be responsible for all interactions with our client companies and with our employees, (the consultants), during the whole lifecycle of the relationship with us.

In order to be considered for this role you will need to be **Swiss or hold a valid work permit. Of French or English mother tongue, you possess an excellent command of the other language, both spoken and written**). Additional foreign languages are an advantage.

To be successful in this role you will need to have worked at least five years in an international setting and in direct contact with senior management. Optimally you would have a Human Resources background. You will have demonstrated expertise in the fields below:

Functional Skills

- **Human Resources and contracts management** – Calling for a high degree of attention to detail, numeracy and excellent listening skills in order to: prepare salary simulations; commercial contracts, employment contracts and other documents; provide clear HR and contractual advice to employees and client companies.
- **Commercial & Business development** – Responsive in following up on general enquiries and maintaining excellent client contacts. Show an enthusiastic willingness to grow in this field.
- **Analysis of business data** – Keen analytical mind to analyse business data and work with senior team to identify risks and opportunities.

Oral and representational skills

- Tactful and diplomatic with proven record of working with senior professionals. Articulate and keen in representing the company values.

Administrative Skills

- Proficient in Microsoft Office especially Word and Excel. SharePoint an asset.
- Diligent in maintaining an up-to-date client database (CRM) and general reporting
- Thoroughness in writing up contracts (based on templates) and related correspondence
- Proactive in following up on additional requests required by Senior Management.

In order to fit in with the team we appreciate

- Collaborative approach to working as a team and readiness to listen attentively.
- Work autonomously but also willing to be hands-on to help others in the team.
- Meeting deadlines, sometimes under stress and maintaining your calm.
- Flexibility and ability to adapt to shifting priorities.
- Sensitive to individual and cultural differences.
- Enjoys working with us and growing the company!

We will respond only to those candidates who match our profile.