

## **Job Description**

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### **1. General information**

**1a. Job Title: HR Officer**

**1d. Date: 1.1.2012**

**1b. BU: Functional Chemical, Surface Chemistry**

**1c. subBU: PA, Personal Care, Surface Chemistry Europe**

**1f. Country and Location: Sempach Station**

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### **2. Reporting lines**

**2a. Reports to: HR Manager Switzerland Functional Chemicals Switzerland**

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### **4. Key Objectives/Principal Accountabilities**

#### **4a. Key Objective of Position**

1. Ensure the provision of the full range of operative HR activities and processes within Akzo Nobel Functional Chemicals Elotex AG and Claviag AG (ca. 120 employees). Provide pro-active HR support to Local Line Managers.
2. Act as HR internal functional specialist for: General HR administration, policy maintenance, HR intranet and team internal tools, apprentices, HR project work. Ensuring service targets and legal requirements are met. Ensure continuous improvement and effectiveness of these HR services / processes

#### **4b. Principal accountabilities**

##### **Operative overall HR support to Elotex AG and Claviag AG**

- Support the HR Business Partner in the implementation of an effective HR strategy and company-wide programs that deliver competitive advantages to the businesses
- Provide full HR services to the supported businesses ensuring full compliance with local legislation and global AN HR processes and programs, including without limitation:
- Act as first point of contact for line managers and employees
- Advise, influence and work in partnership with managers of the specified businesses on all HR related matters (policies, promotions, disciplinary actions, transfers, salary adjustments, legal etc.)
- Responsible for the complete HR administration including without limitation: employment contracts, education/termination/maternity and unpaid leave agreements etc.; long service award admin; social insurances, accident and sickness admin; ensure employee data accuracy in different data bases and systems, reference letters etc
- Responsible for correct notification all tax, social security or payroll relevant information to Payroll coordinator according to the Service Level Agreement.

##### **Local Legislation**

- Keep knowledge of country/local employment laws up to date and raise any impact on local HR policies or practices with Country HR"
- Advise managers and employees as needed and ensure HR practices are in line with Swiss law

**Functional Specialist Area: policy maintenance, apprentices, HR intranet and HR team internal tools**

- Lead or contribute to development and/or implementation of local HR policies and procedures as appropriate.
- Coordination and supervision of long term apprentices education
- Continuous improvement, communication, maintenance and update and maintenance of HR intranet and HR team tools

**6. Functional Responsibilities/Network**

Internal:

- Line Managers of Functional Chemical PA CH (Elotex AG and Claviag AG)
- All Swiss employees
- Claviag works council
- HSE Committee, Community Committee
- AN Corporate, Functional Chemical BU-HRs incl. competence centres like international assignment group

External:

- Social security, tax, migration authorities on local, cantonal & federal level
  - Insurances and insurance broker
  - 3<sup>rd</sup> party service providers (PWC, payroll provicer, Lawyers, social insurance broker)
  - Auditors – payroll & social securities
  - Recruitment companies
  - Misc. HR service suppliers
  - Amt für Berufsbildung
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**10 Job Requirement / Candidate profile**

**10a. Theoretical qualifications and practical experience**

**Musts:**

- Requires min. CH degree in Human Resource Administration or equivalent and 3 years experience in a HR generalist role
- Knowledge of Swiss social security system and employment law
- Influencing skills at manager and staff level
- Comfortable in matrix, international and dynamic environment
- Strong communication skills, both verbal and written
- Must be fluent in at least German and English

**Desirable:**

- Knowledge of SAP
- Working experience in industrial environment

**Interested? Please send your application to**

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