



At Flex, we welcome people of all backgrounds. Our employees thrive here by living our values: we support each other as we strive to find a better way, we move fast with discipline and purpose, and we do the right thing always. Through a respectful, inclusive and collaborative culture, a career at Flex offers the opportunity to make a difference, invest in your career growth and join our purpose -- to make great products that create value and improve people's lives.

With us, you will be part of a dynamic and well-organized team of 3. We maintain a flat hierarchy and a collegial atmosphere. In this environment, you will support the main person responsible as **Payroll & HR Administrator - 80% (a)**. Ideally, we could welcome you to our location in Hagglingen / AG as of **April 1st, 2025**.

## Payroll & HR Administrator 80% (a)

### What a typical day looks like:

- Administration in vocational training and practical instructor for the 3rd year commercial apprentices in the HR department (application management, contract management, participation & organization of interviews, etc.);
- Support and deputy for the monthly payroll run with the external payroll provider;
- Contact person for line managers and employees for administrative matters;
- Responsible for the entire employee lifecycle from joining to leaving;
- Close cooperation with HR-GBS team in Romania (time recording system, checking statistics and reports, etc.);
- Support in various HR projects (digitalization, event organization, social media, sustainability, etc.).

### The experience we're looking to add to our team:

- Completed commercial training with further training in human resources (at least HR administrator, HR assistant);
- Vocational training course recognized throughout Switzerland and relevant experience in training commercial apprentices;
- At least 5 years of professional experience in the field of personnel administration and payroll (preferably in an industrial company, in an international environment and a matrix organization);
- Sound knowledge of labor law and social insurance;
- Confident handling of MS Office and HR systems (Workday knowledge an advantage);
- High IT and process affinity, as well as attention to detail and administration;
- Independent, effective, structured and precise way of working;
- Fluency in German and written and spoken English.

### Here are a few examples of what you'll get for the great work you provide:

- Varied range of tasks with a high degree of personal responsibility and creative freedom;
- Extensive induction training;
- you culture

- Catering options
- Flexible working hours / 1 day home office Tuesday / Thursday;
- E-charging stations;
- Further Training opportunities.

**We look forward to receiving your application!**

**Further Information:**

Sarah.Hutzfeld@flex.com / Recruiter

**[www.flex.swiss](http://www.flex.swiss)**

Apply now