

The Center for Neurology and Neurorehabilitation in Vitznau (LU) is a top modern rehabilitation and research facility which is dedicated to rehabilitating patients that have suffered a stroke or are suffering from other neurological illnesses using a unique concept. To head International HR Management and to start immediately or by arrangement, we are currently looking for an:

HR Manager for Strategy and Projects (60 - 100 %)

In this role you are responsible for developing and embedding the HR Department. This includes topics such as expansion projects, digitisation, the founding of new companies or employee deployments. You report directly to the senior management and the Administrative Board. You support the cereneo managers competently and represent the Operational HR Department with everyday HR and payroll topics.

Your tasks:

- Independent identification, initialisation and execution as well as implementation of **HR projects**
- Internationalisation and **digitisation**
- **Employer Branding**
- Strategic participation in outsourcing or founding of new business sectors
- Establishment of a professional **international staff recruitment system**
- Consultant role regarding social insurance and tax law issues as well as **labour law** matters internationally
- Establishment of an international contract administration system and deployment management
- Definition and implementation of initiatives in the framework of **change management** and organisational development processes
- Strategic HR planning and recruitment of managers
- Representation and support of operational HR tasks

What we expect from you:

- Excellent project management skills
- Personal initiative regarding knowledge expansion, new developments, HR trends
- Law school or business studies graduate with specialisation in international HR management
- Change management & lean management experience
- Professional experience in human resources in international companies
- Knowledge of international labour laws, international tax laws, international payroll management and HR marketing
- Openness and creativity in connection with marketing and other areas
- Strong communication skills, service mentality and independent and committed work ethics
- Excellent English skills (level C1)

We offer you a role with varied and demanding HR management tasks.

cereneo has short decision-making paths which offers a lot of room for commitment and ideas but also requires the willingness to assume responsibility on your part. Sounds like a job for you?

We are looking forward to receiving your application!

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