

*Established in 1963 as a Swiss bank, bcp.bank segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. bcp.bank enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, bcp.bank is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, bcp.bank also operates a branch in Luxembourg and a representative office in Dubai. More information can be found at <https://www.bcp.bank>.*

To strengthen our **Human Resources division**, we are currently looking for a

## **Human Resources Project Manager** **min. 3 months Interim assignment**

In this role, your main objectives will be to support the HR team members in their change management activities, HRIS projects' implementation and digitization of HR processes.

### **MAIN TASKS**

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- Contribute to the digitization and optimization of HR processes
- Take part in HRIS development projects in collaboration with stakeholders and Head of HR division, including implementation, monitoring, internal communication and users' related training
- Coordinate successful completion of projects

### **REQUIREMENTS**

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- Bachelor degree or equivalent in Human Resources with a specialisation in digital technology or project management
- 5+ years of relevant experience in the field of Human Resources within a Bank
- Very good understanding of HR principles
- Experience in project management and HR information systems
- Experience in design, introduction and optimization of processes
- Strong analytical thinking and methodical problem-solving skills
- Capacity to present solutions and take initiative.
- Proactive, rigorous and methodical approach
- Familiar with new technologies
- Ability to work in a confidential environment
- Excellent command of French and English, written and spoken
- Swiss national or valid swiss working permit

### **OTHER**

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- Location: Geneva
- Starting date: Immediate
- Activity rate: 100%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

*Kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position. Thank you for your understanding.*