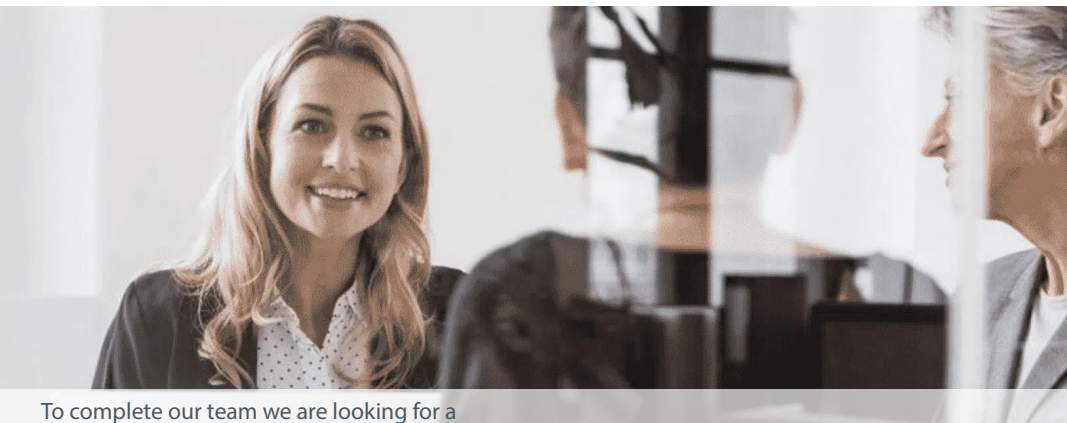


FCA Capital Suisse SA is a successful, dynamic and multicultural company operating with a focus on car leasing in the field of financial services. We employ about 60 people and are based near Zurich. In Switzerland we offer financial solutions to support the sales of our dealers and brand partners, among which Fiat, Alfa Romeo, Jeep, Fiat Professional, Maserati, Aston Martin and Erwin Hymer group.



To complete our team we are looking for a

## HR Manager and General Services (80-100%)

The HR Manager is primarily responsible for providing a comprehensive HR Services to the company, in line with the business objectives and for contributing to the definition and implementation of company strategies and policies in coherence with group guidelines.

In this role, you will be sparring with the management team to foster the business success. Your days will be filled with recruiting activities, demanding HR tasks and coaching supervisors. You will also provide the necessary administrative HR tasks.

### Your responsibilities

- Ensure all HR related tasks and duties of General Services
- Advise Managers in the relations with their team, mediating disputes and managing litigations
- Review HR process and implement changes in accordance with HQ guidelines
- Support organizational development and cultural shift
- Provide reporting on key performance indicators, related to employees and relevant labour costs, to both local and HQ Management;
- Ensure compliance with employment law;
- Recruit, attract and select talents and highly skilled people managing their induction, training and development within the Market;
- Oversee the HR and payroll system, the personnel administration in collaboration with the pay-roll provider
- Control, manage and report on the headcount budget
- Be responsible for the professional development of the apprentices

### Your profile

- HR professional with good knowledge of the Swiss labour market conditions
- Track record with operational and strategic HR achievements
- Fluent in German and English
- Hands-on attitude and cultural flexibility

### We offer

- A multi-faced set of responsibilities
- An international, highly motivated and competent Team
- A dynamic, innovative company in an interesting sector
- A modern office, with interesting working conditions

If this is you, we'd like to get to know you.

Please mail your application INCLUDING ENTRY DATE & SALARY EXPECTATIONS to [fcac.recruiting@stellantis.com](mailto:fcac.recruiting@stellantis.com).

Only direct applications, please.