

Les Roches International School of Hotel Management in Switzerland provides quality education to more than 1,300 international students per semester in the field of Hospitality. Les Roches provides an innovative, international network with branch campuses in Spain and China, plus a partner institution in Jordan. Les Roches is part of Laureate International Universities (LIU) - a worldwide leader in education services. LIU is the largest network of international universities in the world, managing more than 75 universities in 30 countries and includes more than 8000,000 students.



We are looking for a: HR Business Partner

The HR Business Partner provides high quality HR services to our Les Roches School, anticipates and responds to management's needs. This includes all HR disciplines from recruitment to compensation and benefits, employee relations, training and development as well as HR processes and tools to further support the institution goals. The HR Business Partner reports to the HR Director and works in close partnership with the Faculty, Students Affairs and Operations Departments. He/She will actively contribute to the Global HR Agenda for Switzerland.

YOUR RESPONSIBILITIES:

- Advise line managers on labour laws, internal policies and processes and promote talent development and performance management.
- Deliver complete HR Services to the client groups and ensure effective HR operational support.
- Leading recruitment of future employees in order to attract talented people.
- Drive annual cycles of Performance, Talent and Salary Reviews for client groups.
- Coach, advise and mentor management team as appropriate to influence organisational culture and performance.
- Actively contribute to the HR Agenda focusing on process improvement and implementation of Laureate Global processes.
- Ensuring and managing compliancy of policies and processes.
- Providing proactive support to Line Managers to deal with Employee relations issues as well as preparing and conducting meetings.

YOUR PROFILE:

- University degree in HR, business administration or equivalent, with preferably a specialisation in social law.
- At least 10 years HR experience with demonstrated increasing responsibilities within international environment, preferably in a US/International Company.
- Fluent in English and French.
- Good knowledge in labour laws and social insurances.
- Excellent communication, interpersonal and influencing skills.
- Results oriented, proactive and able to perform effectively under pressure.

👉 Application process:

Place of work: 3 days a week in Clarens and 2 days a week in Bluche/Montana VS, driving licence and car are necessary.

Start Date: Immediately or upon agreement.

How to Apply: Interested candidates should only apply online and attach their CV through the careers page of our website:

[http:// www.swisshospitalityeducation.com](http://www.swisshospitalityeducation.com)