

**General Description:**

The payroll specialist will be responsible for the payroll and support the HR in their daily business.

**School Wide Expectations**

1. Will adhere to and uphold the ISZL Mission Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies and procedures
4. Will participate in the ISZL Virtual Learning Environment & integrate technology as appropriate

**Main work location:** Hünenberg

**Preferred Qualifications and Experiences**

- Strong experience in payroll, controlling and reporting, ideally with continuing education in HR and payroll or Advanced Federal Diploma of Higher Education
- Trustworthy and responsible personality
- Good organization skills and flexible
- Fluent in German and English (written and spoken)

**Payroll**

- Responsible for entire payroll
- Processing sickness, accident, EO daily allowances and family allowances
- Withhold tax accounting
- Year-end social insurance statements
- First point of contact for questions concerning wages and social security

**Human Resources**

- Relocation support for new employees
- Daily business of the HR department, including issuing employment contracts and reference letters
- Maintenance of school internal systems
- Support recruitment of new employees

**Application Process**

Interested applicants are asked to email a resume and letter of interest to [employment@iszl.ch](mailto:employment@iszl.ch) (Cristina De Barrio, Human Resources) with a subject heading of "HR Generalist with focus Payroll". Applications will continue be accepted until the position has been filled.