

## Recruitment Specialist / HR Generalist

Whole School  
Job Description

### Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry.

### Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

### General Description

The Recruitment Specialist / HR Generalist will be responsible for the recruitment process and support the HR in their daily business.

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### Main responsibilities – Recruitment

- Writing and publishing of job advertisements on relevant platforms
- Be an exceptionally strong partner to the business along the entire recruitment process
- Conducting job interviews in close cooperation with line managers
- Optimizing the recruiting process

### Main responsibilities – Human Resources in general

- Relocation support for new employees (for arriving and leaving employees)
  - Daily business of the HR department, including issuing employment reference letters
  - Ensure & maintain high level of quality of HR relevant data captured in our internal HR system at all times
  - Ensure that our schools' employee handbook and policies are reviewed and updated on a regular basis or as required by relevant developments on the labor market.
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### Required and Preferred Qualifications

- Strong experience in supporting (international) recruiting along the entire process
  - Experience with general HR responsibilities in an international environment
  - Strong organization skills
  - Native English. Any additional language is considered an advantage.
  - Experience in working with systems and tools such as Google Apps, Google Drive and Abacus is considered an advantage
  - Exceptional service focus and mindset towards our external partners, our internal stakeholders and within the team
  - Highly trustworthy and responsible personality
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### Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

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**Application Process**

- 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 "Recruitment and HR Generalist". Applications will continue to be accepted until the position has been filled.

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**Key ISZL Reference Documents**

- [Guiding Statements](#)
  - [Learning Principles](#)
  - [Inclusion Policy](#)
  - Visit the Employment section of ISZL's [website](#) for more information
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