



Human Resources Assistant

TEAM Headquarter, Nyon, Switzerland

Working at Tupperware is about much more than just a job!

Position Objectives

Provide holistic administrative support to the VP Talent & Engagement TEAM, as well as occasional support to the HR team members with involvement within some TEAM HR projects.

Specific Accountabilities

Administrative Support

- ✎ Carrying out the full organizational requirements of VP Talent & Engagement, e.g. maintaining the agenda on his/her behalf and taking the necessary actions including setting appointments, sending out invitations, making all travel arrangements, expense reports, etc.
- ✎ Maintaining diverse contact lists, email distribution lists, etc.
- ✎ Dealing with some correspondence
- ✎ Maintain specific office supplies/stationary for VP Talent & Engagement
- ✎ Ensure that local HR team has regular get-together meetings and organize quarterly department lunches.

HR related support:

- ✎ Liaison with HR representatives on his/her behalf in Europe and also with our Worldwide headquarters in USA.
- ✎ Get acquainted with diverse systems, including our Performance Management system (Cornerstone), and E-Learning platform in order to provide 1st line support to our end-users.
- ✎ Support and guide reception with some HR tasks such as the refresh of our monthly Organization Charts, birthday cards timely distribution, service years anniversaries

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- follow-up, renewing internal phone list, etc.
- ✎ Ensuring on behalf of VP Talent & Engagement that all local Staff related events are taken care of, birthdays, service years, quarterly staff meetings, global health activities, summer outings, Christmas parties, etc.
- ✎ Organize and maintain the filing of our electronic HR files. When necessary taking into account GDPR and other legal requirements. Restructure and refresh our electronic data on shared drives and on SharePoint (policies, Job Ds, etc)
- ✎ Manage the Global Health Initiative as TEAM GHI Coordinator (tbc).
- ✎ Upon occasional demand, organize training sessions as necessary for associates (find consultants/institutes, organize logistics and follow-up).
- ✎ Participate to the on-boarding of local new hires.
- ✎ Understand/Improve the basic HR processes and policies and provide guidance when necessary.
- ✎ Coordinate and follow-up on Corporate Code of Conflict policy distribution and signatures.
- ✎ Handling of spontaneous applications and other requests independently.
- ✎ Draft work certificates and reference letters
- ✎ Provide occasional relocation in sync with WW relocation department

Education & Experience

- ✎ Minimum 2-3 years of experience in an HR department
- ✎ Swiss HR Assistant Certificate
- ✎ Good organizational skills
- ✎ Excellent knowledge of Outlook, Word and PowerPoint mainly
- ✎ At ease with social media and interested in newer technologies – would be an asset.
- ✎ Excellent communication skills, fluency in English (written and spoken) is necessary, any other language is a plus.

Success Characteristics & Competencies

- ✎ Good interpersonal skills
- ✎ Discreet in all situations
- ✎ Very high standards of quality, reliability and accountability
- ✎ Result oriented, ability to initiate and follow-through, taking into account importance and priority
- ✎ Creative
- ✎ Problem solver (can remove obstacles), ability to manage small projects
- ✎ Strong customer focus
- ✎ Ability and willingness to work in a highly demanding, fast growing and steadily moving and international environment.
- ✎ Team player with intercultural competencies

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