



## Human Resources & Administration Internship

*Internship for 6 months for an activity rate between 80-100%.*

***Internship agreement mandatory.***

### ***Job overview***

Medimaps is an international Medtech startup, expert in the bone health assessment in clinical routine.

For its headquarter based in Geneva, Medimaps is seeking a highly motivated **HR & Administration Intern** to support in the HR & ADM department through the following tasks:

#### **1. HR Administration (50% working time)**

- Support all HR administrative topics in collaboration with the HR Coordinator & Director of HR
- Coordination and completion of HR administrative & operational tasks related to the entire employee lifecycle, including but not limited to:
  - Ensure employees files are complete and up to date for all administrative onboarding and offboarding of employees
  - Support the HR Department with administrative registrations (LPP, LAA/C, AVS, Work Permits etc.), medical visits, IT access, Parking and Building access etc.
  - Support the HR Department in Absence management - Tracking of vacations, sick days, working hours
- Any and all HR tasks as assigned by the Director of HR.

#### **2. Office Administration (50% working time)**

- Supports inherent administrative operations using the procedures and rules set by the quality system in place in the company:

- daily secretariat
- mail handling
- incoming phone calls
- looking after the smooth running of general services (heating, telephone, various repairs) as well as the stock of materials (office supplies, functional materials, ...)
- writing/correcting administrative documents
- regular update of various administrative files
- Handle as needed the travel bookings, travel requests and expenses reports.
- Any and all other task as may be required and requested by your Manager

### ***Qualifications***

- Final year of Bachelor's degree or Master's degree in Business, Economics, Psychology, or any other relevant area
- Ideally with an initial practical experience in HR and/or Office Administration
- Theoretical or working knowledge of Swiss HR admin, Swiss Labor Law and HR processes
- Fluent in English & French, other European language is a plus
- Strong sense of customer service
- Solution oriented & Quick learner
- Ability to work autonomously and proactively
- Strong sense of ethics
- Commitment to quality
- Keen interest in working in HR

***Start date:*** ASAP

### ***What we offer***

In return for your expertise and commitment, we will provide a fast paced and stimulating international environment within a startup and channel your talents and abilities to go beyond your comfort zone.

**Paid internship with internship agreement ONLY.**

If you feel ready for this challenge, send your CV and cover letter in English to [jmuhlemann@medimapsgroup.com](mailto:jmuhlemann@medimapsgroup.com)