



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