

Ad Terra specialises in the exploration, storage, and development of energy and mineral resources from the Earth

Position summary

We are looking for a dynamic and well-organized person to support the growth of the company. You will work closely with the HR Manager and be exposed to a large variety of tasks and responsibilities related to human resources management.

Key tasks

The position includes the following tasks:

- Support to recruitment process
- Support to integration process (onboarding of new team members and consultants)
- Conduct administrative tasks related to talent management
- Maintain and update personnel administrative files
- Draft work contracts and certificates
- Follow-up of insurance-related matters
- Manage employees' presence/absence planning
- Support to HR projects of different nature
- Support to internal communication
- Participate in the organisation of HR events
- Support the team on different HR matters.

Knowledge, Skills, Experience

- Business or secretarial school diploma
- University (or HES) degree in Management, Business administration, HR or equivalent
- Previous working experience in a comparable role
- Autonomous working style, handling multiple projects
- Quick-learning and curious personality
- Rigorous and highly organized
- Excellent communication and interpersonal skills
- Confidentiality awareness
- Interest in energy domain
- Excellent oral and written skills in English and French, German is a plus
- Very good command of MS-Office

Our Offer

- 6–9 months Internship
- A motivating business environment with a young and dynamic team
- Modern office environment in the heart of Geneva

Open minded and highly motivated people are welcome to apply!

If you are Swiss or EU citizen, or hold a valid work permit,
please send your CV to hr@adterra.com.