

Triumph is one of the world's largest intimate apparel companies. It enjoys a presence in over 120 countries with the core brands Triumph® and sloggi®. Globally, the company serves 40,000 wholesale customers and sells its products in 3,600 controlled points of sale as well as via several own online shops. The Triumph Group is a member of the Business Social Compliance Initiative (BSCI).

Learn more about Triumph on:

[www.triumph.com](http://www.triumph.com)

[www.linkedin.com/company/triumph-international/](http://www.linkedin.com/company/triumph-international/)

Our HR Shared Service Center at our Headquarter in Bad Zurzach (Switzerland) is looking immediately for a highly motivated

## HR Shared Service Center Specialist (f/m) (60%)

Roles & Responsibilities:

- Running of the monthly payroll with due regard to legal, tariff, tax and social insurance regulations
- Managing of master data in the respective payroll system as well as data maintenance of the time and travel management
- Supporting HR Business Partners, employees and line managers in payroll related questions as well as advise on Swiss labor law and legislation topics
- Cooperation with various authorities, institutions (social security insurances, tax and migration offices) and service providers
- Creating of internal reports as well as dealing with end of year closing / quarterly closing in collaboration with social security institutions and auditors
- Managing HR processes from entry to exit
- Creating and storing of personnel documents, internal and external correspondence
- Collecting, consolidating and preparing input for global HR processes such as pay review, performance management and budgeting

Your ideal profile:

- Min. 2 years of experience in running payroll ideally in SAP ( PA and Payroll modules) - a must have
- Knowledge of Swiss legislations - a must have
- Swiss federal certification (HR Fachfrau/-mann mit eidgenössischem Fachausweis)
- Fluent German and English skills - a must have, French is desirable, Italian is an advantage
- IT proficiency of MS Office, excellent Excel skills
- Ability to prepare and maintain accurate records
- Excellent communications skills
- Strong organizational skills
- Resilience and ability to work under pressure
- Customer care oriented

Triumph offers you an opportunity to work in a dynamic team within an international environment. Triumph Group is committed to employing a diverse workforce. Qualified



applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

If you are seeking a great opportunity to develop your career, please send us your application letter and CV in English, diplomas and expected salary range on the following link: [Advorto Link](#)