



# HR Operations Coordinator

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## Job information

Division / Unit: Services / Human Resources

Contract type: Permanent

Start date: 01.07.2024 or as soon as possible

Location: Nyon

## Main goal

Are you a positive, open-minded and service-oriented person willing to provide an excellent experience for UEFA staff? Then join our dynamic HR team and start your journey in one of the world's leading sports organisations. Help us make a difference by supporting our staff as an HR Operations Coordinator.

## Key responsibilities

- Delivering an excellent service to clients, whether in person, over the phone or through digital communication channels
- Handling administrative tasks relating to staff members' life cycles, such as employment contracts and amendments, unpaid leave, births, family allowances, attestations, departures, etc
- Updating personal and contractual information in SAP (e.g. on/off-boarding, changes to employment conditions, holiday quotas)
- Updating and maintaining our HR payroll system with recurring and one-off payments (child allowances, employee benefits, withholding tax, miscellaneous deductions, etc.)
- Establishing work certificates
- Establishing loss of earning insurance requests and unemployment attestations
- Supporting employees and line managers on questions relating to work-time recording and making corrections when necessary
- Regularly following up on absence processes (illness and accident)
- Producing HR reports, statistics and analyses
- Mapping current HR processes and creating documentation
- Participating in ad hoc HR projects and initiatives to improve the efficiency of the HR team

## Profile

Experience required:

- From 3 to 5 years in a similar role
- Experience in processing payroll data and activities in Switzerland



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Education:

- Commercial apprenticeship (Swiss CFC or equivalent)
- HR certificate

Languages:

- English / Proficient
- French / Proficient

Additional requirements:

- MS Office / Advanced
- SAP / Intermediate
- Knowledge of SAP's HR module would be an asset
- Highly service-minded
- Ability to accurately follow instructions and procedures
- Strong organisational and time-management skills
- Team spirit
- Interest in continuous improvement and process automation

