



BIANCHISCHWALD, a national business law firm with offices in Geneva, Lausanne, Zurich and Bern, is seeking to hire a

Chief Operating Officer (COO) IT, Administration and HR

MISSION

Based in Geneva and reporting to the Firm's Management, the successful candidate is a multi-skilled manager in charge of managing, developing and implementing projects, policies and procedures to support the Firm's operational realms, including IT, Administration and HR.

YOU WILL ACT AS

- **Project/IT manager of the Firm**, proposing, developing, implementing and supervising the IT strategy and its related projects;
- **Secretary General of the Firm**, organizing and participating in the management committee and Partners' meetings, preparing all documentation and drafting minutes;
- **Human Resources manager** for the Geneva and Lausanne offices, in charge of personnel hiring and dismissal, onboarding and offboarding procedures, annual assessments, payroll management, and acting as the main liaison with the insurance broker and social insurances;
- **Geneva office manager**, ensuring the smooth day-to-day running of the office and supervising the activities and organization of the administrative staff.

EXPERIENCE

- At least 5 years of overall professional experience in the considered fields;
- Education: University degree or equivalent;
- Fluent command of French and English (internal working language); German a plus;
- A hands-on, pro-active, multi-tasker with the ability to wear many hats;
- Service and solution-oriented, with the ability to work both independently and as a team player, with a good resistance to stress.

You are looking for a professional experience with varied, challenging and rewarding responsibilities? You correspond to the profile we are looking for and you are interested in joining us? The do not delay in sending us your application file along with the usual documents (CV, motivation letter, copies of diplomas and work certificates).

CONTACT

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