

The International School of Lausanne (ISL) is a leading non-profit, International Baccalaureate (IB) World School set in the French-speaking part of Switzerland. Our school is committed to excellence in education. We strive to recognise the unique potential of each student, and to equip them to play an active and responsible role in a complex, multicultural world. The school employs approximately 250 members of staff on its campus where we welcome approximately 900 students from over 60 nationalities, from 3 to 18 years of age.

For our Human Resources team, we are seeking a self-motivated, proactive, and well-organised

## **HR Intern (100%)**

Temporary position from August/ September 2023 to 31 August 2024

This internship will provide you with a broad view of all activities in an HR department. During the internship, you will gain exposure to HR administration, recruitment, labour law and HR policies, social insurances, and expand your HR knowledge. Working in a team of three people (two HR Officers and one Head of Human Resources), you will be under the supervision of one staff member and work collaboratively to support the team in the day-to-day operations.

### **Main responsibilities:**

- Provide administrative and operational support to the HR team
- Maintain and update the employee database
- Prepare and post job advertisements
- Review applications, organise interviews for shortlisted candidates, send rejection emails
- Prepare employment contracts and amendments
- Prepare work permit requests and participate to relocation process for employees coming from abroad
- Assist in on-boarding activities for new hires and in off-boarding activities for leaving employees
- Manage accident/ sick leave insurance claims
- Manage the recruitment mailbox
- Participate in various HR projects depending on your autonomy and skills

### **Desired profile:**

- *CFC d'employé de commerce, Maturité Professionnelle Commerciale (MPC)* or equivalent education
- Fluency in French or English (C1 minimum) with a good command of the other language (B2 minimum)
- Interested to learn and evolve in an HR work environment
- Well-organised, reliable and a strong attention to detail
- Self-motivated and accountable, displaying a can-do attitude
- Ability to maintain strict confidentiality
- Ability to foster positive working relationships in a culturally diverse environment
- Ability to collaborate well in a team and to work independently
- Swiss/EU citizenship or Swiss work permit holder

### **What we offer:**

- A friendly and supportive HR team to help you discover/grow in the HR world
- A truly international and dynamic work environment
- Free well-being and sport activities and language courses
- Fresh and healthy menus from our cafeteria at a reasonable price
- 25 days of holidays per year in addition to end of calendar year office closure
- Social events organised on a regular basis

**Are you interested?**

To apply please submit the following documents on [JobUp](#):

- cover letter
- résumé/ CV
- copies of diplomas
- copies of work certificates/ reference letters (if any)
- copy of work permit (if applicable)

**We care for children**

The International School of Lausanne is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff to share this commitment. A background check, including criminal records check and/or police clearance, will be conducted on all successful applicants.

**We value diversity**

At ISL, all members of our community contribute to creating an environment where diversity is valued. Each individual is committed to ensuring everyone has a strong sense of belonging and feels respected. ISL is committed to being an inclusive employer that values diversity. Find out more about our values [here](#).