**HR Intern**

**Lee & Wrangler**

Location: Geneva // Switzerland

Temp Assignment: Till February 2024

Kontoor Brands is a global lifestyle apparel company, with a portfolio of some of the world's most iconic denim brands: **Wrangler®** and **Lee®**.

We design, manufacture and distribute superior high-quality products that look good and fit right, giving people around the world the freedom and confidence to express themselves.

Our global community counts more than 15,000 employees and we foster a culture of collaboration, performance and entrepreneurial spirit.

With our newly proposed European Headquarters in Geneva, Switzerland we are on an exciting journey welcoming inclusive, creative and forward-looking employees who can help us build the foundation for the future.

**What’s the scope?**

The **HR Intern** will assist with HR Admin, employee relations and has the responsibility of the administration of the HRIS system (including new roles, starters, changes & leavers). The role will process absence, T&A records, manage employee questions and general HR administration.

Your responsibilities as our **HR Intern**;

**Admin procedures:**

* Ensure effective administration of new roles, starters, changes, leavers on HRIS system and keep information accurate and up to date
* Administration of Time-Off/Absences and Time Registration of Swiss based employees
* Responsible for HR mailbox (helpdesk for employees)
* Employment contracts office
* Onboarding & exit administration
* Relocation administration
* Work permit administration
* Ensure the maintenance and update of employee files (scanning and electronic archiving of personnel files in Workday)

**Internal communication:**

* Develop and update the HR Handbook, ensuring the business is complying with ‘local’ employment legislation
* Communicate any changes in local policy or legislation

**Skills for Success:**

* Bachelor's degree in human resource management or studying toward a degree in human resource management or related field
* Good understanding of employee life-cycle
* Fluent English and French with any additional European Language considered as a plus
* Advanced Excel knowledge
* Process, systems & details oriented
* Good planning & organization skills: ability to work under pressure, capability to combine multiple tasks and to work against deadlines
* Good communication skills, both verbal and written
* Strong orientation towards employees and capability to understand their needs
* Enthusiastic, with a ‘can-do’ approach and discretion (ability to deal with confidential information)

**We offer:**

We value trust and transparency and focus on collaboration and teamwork. We live by our clear Purpose, Mission & Values where we strive for continuous innovation & cutting-edge sustainable technology; We offer competitive benefits, perks and personal development opportunities;

* Casual Denim dress code in the office and outside of work
* Discount on our brands; Wrangler® & Lee®
* Exciting challenges in a dynamic team