Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our **People & Culture (P&C)** and **Advisory Services (AS)** teams based in **Zurich**, we are looking for a P&C / AS Assistant to join our organisation as of 1 January 2026 or upon agreement.

P&C / AS ASSISTANT (F/M/D), 90–100%, BASED IN ZURICH

YOUR MAIN TASKS

If you enjoy bringing structure to varied work, supporting people and teams, and keeping important processes moving, this role gives you the opportunity to contribute across two dynamic departments in an international, purpose-driven organization.

As P&C / AS Assistant, you will:

- Provide high-quality HR administration and coordination across the Head Office employee lifecycle and play an important role as vocational trainer in our apprenticeship program
- Support Advisory Services with (inter) departmental processes, information management, digital tools and communication.

You will gain a varied role with meaningful ownership, close contact with employees and managers and other assistants, and the chance to shape practical improvements. Working across P&C and Advisory Services gives you broad insight into an international organization, while interdepartmental projects and apprentice development offer room to learn and grow. You will join collaborative colleagues who value initiative, reliability and a supportive team spirit.

People & Culture support (60%):

- **Employee administration:** Prepare employment documents, maintain employee data and files, and answer administrative queries.
- **Onboarding and offboarding:** Coordinate employee entries, departures and internal moves, including Welcome Day, onboarding schedules, introductory meetings and relevant information for line managers.
- **Recruitment support:** Publish advertisements, manage applicants and maintain recruitment records for Swiss positions.
- **Apprentice training and supervision:** Act as practice trainer for apprentices during their placement in the P&C department and as vocational trainer for the Zurich location, coordinating training plans, practical assignments and assessments, liaising with relevant internal and external partners, and providing day-to-day guidance and constructive feedback.
- **Team support:** Provide agreed administrative cover and support operational coordination needs.

Advisory Services support (30–40%):

- **Department and Director support:** Operational support to AS Director, calendar and invoice management, planning of events and meetings, coordination of administrative matters.

- **Processes and information:** Maintain departmental processes and platforms; support capability statements, quality assurance and staff onboarding and offboarding.
- **Digital learning:** Co-lead global digital onboarding project, serve as focal point for FABO (e-learning platform) providing support to Helvetas staff.
- **Communication:** Coordinate the newsletter, website updates, advisor profiles and other content; respond to internal and external inquiries and requests.

YOUR QUALIFICATIONS

- Completed commercial vocational education or an equivalent qualification; further training in HR, vocational training, administration or project coordination is an advantage
- At least three years of experience in an administrative or coordination role, including initial experience in HR administration or a comparable employee-service function
- A service-oriented, collaborative and solution-focused personality, able to work independently and effectively across two departments
- Strong planning and organisational skills, with a structured, precise and proactive approach to priorities, deadlines and follow-up
- Experience preparing documents, coordinating processes and handling confidential information with sound judgement and discretion
- Ability and interest to guide apprentices in their day-to-day work; previous supervision experience or willingness to obtain the required certification is an advantage
- Very strong written and spoken German and English, complemented by a good working knowledge of French; Spanish or Italian is an asset
- Strong Microsoft 365 skills, particularly Outlook, Word, Excel, PowerPoint, Teams and SharePoint, and confidence to engage with new HR and collaboration systems
- Experience with recruitment administration, employee lifecycle processes, digital learning platforms, intranets or knowledge-management systems is an advantage
- Interest in international development cooperation and in working with colleagues from different professional and cultural backgrounds

OUR OFFER

At Helvetas, you will be part of a purpose-driven organization where your work creates a meaningful global impact. We foster a caring and collaborative culture built on trust, flexibility, and accountability. You will grow in a professional environment that values integrity, empathy, and continuous learning. → **We care. We commit.**

We offer a varied and meaningful role in a motivated team, with attractive working conditions. You can expect a modern workplace in a multicultural setting in the centre of Zurich.

READY TO APPLY?

Please submit your complete application (motivation letter, CV, and certifications) via our online portal. For any questions related to this position please contact Manuela Häfeli, Director People & Culture, Tel. +41 44 368 65 99, or visit our website www.helvetas.org.

Kindly be aware that the contract will be based on Swiss terms. Due to Swiss work permit restrictions, only applications from Swiss nationals, EU citizens as well as current work-permit holders for Switzerland can be considered.

To learn more about Helvetas and our mission & vision, visit our website http://www.helvetas.org
Connect with us on LinkedIn: Helvetas LinkedIn Page and follow us on Instagram @Helvetas_ch