International Opportunity in HR Administration & Coordination – English & Spanish daily

Suyana Foundation is an international non-profit organisation creating sustainable opportunities for people and communities through programmes in Health, Education and Livelihoods. With teams across Switzerland, South America and Africa, Suyana combines local implementation with international coordination. To strengthen its HR structures, we are looking for a committed and organised professional to join our team in the center of Zug as an

HR Administration & Coordination Manager 100% (all genders)

Your Responsibilities – You

- manage HR administration for Switzerland and Spain, including contracts and personnel records
- coordinate HR administration for Uganda and Rwanda with local agencies
- maintain HR information across all countries in collaboration with local HR teams
- coordinate onboarding, offboarding, induction and performance appraisal processes
- prepare HR reports for management and coordinate international salary benchmarking
- support the development and maintenance of HR policies, manuals and procedures
- contribute to recruitment, staff development and the promotion of Suyana's values and culture

Your Profile – You

- have relevant education and several years of experience in HR
- understand employment contracts, personnel administration and performance processes
- possess strong organisational, analytical and Excel skills
- work independently, accurately and discreetly in an international environment
- are fluent in English and Spanish; German is an advantage

What We Offer

- A key role in developing international HR structures
- A varied position combining administration and coordination
- Close collaboration with international teams and senior management
- The opportunity to improve HR processes across multiple countries
- Meaningful work contributing to sustainable opportunities for communities

Join Suyana Foundation and contribute to its mission of empowering people and communities sustainably. Please send your CV, cover letter and certificates in English to gianni.pilot@optimapersonal.ch. All applicants are kindly requested to submit their applications exclusively through Optima Personal.