

# HR Generalist

Position: HR Generalist  
Employment: 80 - 100 %  
Company: Bcomp Ltd., Fribourg, Switzerland  
Starting date: Jan 2022

## POSITION OVERVIEW

Bcomp Ltd. is a young and dynamic Swiss company specialised in the development, marketing and sales of natural fibre composite solutions for high performance applications. With a background in the sports industry, we are now focusing on entering the motorsports and mobility markets. We develop sustainable lightweighting solutions based on natural fibres in close collaboration with our customers, in a fast-paced and entrepreneurial working environment.

To support the company's current hyper-growth phase, Bcomp is looking for an HR Generalist who is passionate about owning and further developing all people and culture related activities of a growing team.

## MAIN TASKS AND RESPONSIBILITIES

- Manage the recruiting of our future colleagues
- Own all administrative HR processes along the employee lifecycle from onboarding to off-boarding
- Be a cultural ambassador for the company and help organise team events
- Take an active part in HR and company projects
- Support the CEO during one day of the week

## QUALIFICATIONS AND PERSONAL QUALITIES

- Education as an HR Specialist with federal diploma of higher education or equivalent
- Multi-year professional experience in a comparable role
- Sound knowledge of Swiss social security scheme and labour law
- Very good oral and written communication skills in English. French and/or German are a plus
- Solution driven, reliable and resilient
- Positive and energetic mindset who likes to work in a team – everything is possible

## ABOUT US

We are a small, dynamic, international team working in a fast-paced, equal, and entrepreneurial environment. Each person takes responsibility for their work and contributes to a friendly work atmosphere with many laughs and a healthy appreciation for chocolate.

More information on [www.bcomp.ch](http://www.bcomp.ch)

Do you want to take part in the adventure of a young, fast-moving company, which is in full development in the automotive sector? Come on board and contribute to the development of our processes and products with your technical and practical knowledge and take part in the amazing working atmosphere of our company. We happily invite you, to send us your full application through:

[workwithus@bcomp.ch](mailto:workwithus@bcomp.ch)