

FIS is the governing body for international skiing and snowboarding, founded in 1924 during the first Olympic Games in Chamonix, France. Recognised by the International Olympic Committee (IOC) and the International Paralympic Committee (IPC), FIS manages the Olympic disciplines of Alpine Skiing, Cross-Country Skiing, Ski Jumping, Nordic Combined, Freestyle Skiing, Snowboarding and Para Snowsports, including setting the international competition rules. Through its 135 member nations, more than 7'000 FIS ski and snowboard competitions are staged annually.

We are looking for a

HR & Payroll Specialist

with immediate effect or by arrangement

Your responsibilities:

- Salary administration
- Social security administration
- Tax at source administration
- Maintaining HR documentation
- Support leaders in HR related topics including performance discussions
- Support leaders in hiring process
- Various reportings to authorities

Your profile:

- Technical knowledge about HR and payroll
- Mother tongue German
- Strong English skills (oral and written)
- Hands-on mentality
- Willingness to grow with the company
- Team work
- Organised worker

Do you want to contribute to the success of FIS and become a part of our team in the HR Department? Please send your application and CV to Sibylle Gafner: gafner@fis-ski.com