



Wikimedia CH is a not-for-profit association, serving as the Swiss chapter of the global Wikimedia Movement. Our mission is to unite individuals in the pursuit of disseminating free knowledge to foster an informed and inclusive society, with a particular focus on advancing the Wikipedia encyclopaedia and affiliated projects. We operate in a collaborative and transparent manner, defending the interests of our diverse multilingual communities across Switzerland.

Are you passionate about being the organisational backbone that keeps teams connected and thriving? We are seeking an engaged personality to support our growing team. This role combines people services with internal operations, making it ideal for someone who enjoys both HR and ensuring smooth day-to-day operations in our virtual work environment.

HR and Internal Operations Assistant (60%)

Your responsibilities

- Assist with recruitment processes, including job postings, candidate screening, and interview coordination
- Facilitate employee journeys through onboarding, dialogue preparation, offboarding, and maintaining HR records and documentation
- Communicate internal policies and regulations, help to implement, and update them and answer employee enquiries
- Support employee wellbeing initiatives, coordinate training requirements, and development initiatives
- Provide administrative support to management and guidance to staff

Requirements

- Native French or German speaker with B2 in the other language, plus C1 English proficiency
- 3+ years HR administration and internal operations experience, ideally with NGOs, and technical proficiency
- Ability to work independently and collaboratively with strong organisational skills
- Proactive approach with attention to detail and effective communication abilities
- Discretion in handling confidential information and professional integrity
- Switzerland-based with ability for remote work and periodic domestic travel

Offer

This position offers a flexible remote working environment in a modern not-for-profit setting and comes with a comprehensive remuneration and benefits package. Starting salary, 13 months, from CHF 65'000 for a full-time position. Start date by agreement.

Application

If you share our vision of an informed and open society and meet the above criteria, we would be delighted to hear from you. Applications should be addressed electronically to andrea.scheller@wikimedia.ch including your CV and a cover letter. Applications will be reviewed and processed upon receipt.

Please apply only if you have the required language skills!