



Recruiting & Member care specialist 80-100%

Work Location: based in Lausanne or Belp plus Homeoffice
Contract: permanent

Mercy Ships is an international relief organization that uses hospital ships to make healthcare accessible in developing countries on the continent of Africa. Volunteer crew provide life-changing surgeries and medical education. In addition, training and infrastructure renovations are provided for the continuing and sustainable improvement of the local healthcare system.

What you can look forward to

You will be welcomed by the passionate team members of the Recruiting department. They will support you as you lead and develop all recruiting/sourcing activities across Switzerland, being actively involved in the strategy and implementation of new recruiting concepts and organizational improvements to achieve departmental goals. You will support the vetting process for Swiss and Italian applicants and provide high quality member support for all volunteers (prospects to alumni). You will work closely with communications, events, and digital project managers, as well as all other recruiters/Member care staff in the other offices.

What you will contribute

- 👤 You bring previous training and/or experience in recruiting/talent search (min. 2 years), and are gifted with finding the right people for the right role
- 👤 Preferably you have work experience in an administrative role supporting international teams
- 👤 Your strengths lie in planning, concept development, organization, communication and dealing with people
- 👤 A high degree of independence is part of your everyday working life
- 👤 You like to network and have excellent social skills
- 👤 You are very service-oriented as well as proactive and like to contribute ideas for improvements
- 👤 You are reliable, flexible and are known for your pleasant attitude on all levels
- 👤 Teamwork and a diverse work environment are important to you. For this you bring strong interpersonal and intercultural skills to the job
- 👤 You have excellent written and oral communication skills in French, German and English (preferably B2 in all languages)
- 👤 You are used to a professional handling of MS Office programs (Word, Excel and PowerPoint)
- 👤 You are happy with the idea of having occasionally irregular work assignments (Trade fairs and various events)

What we offer you

We offer you not only a new, varied job, but a new challenge, surrounded by a brilliant international team. You can follow your calling and make a big difference. You will be given responsibility to take your job to the next level and will receive support and appreciation from your team as we navigate together through a season of change.

ARE YOU ON BOARD? Then we look forward to receiving your application by mail to the HR Business Partner: linda.huber@mercyships.ch. Please do not hesitate to contact her for further information: 031 812 40 31.