



HR Business Analyst

Are you passionate about digital solutions in HR and want to help shape where real change happens? In this role, you will be responsible for the further development of our strategic HR system - where it counts: in day-to-day business as well as in forward-looking projects. Together with HR and IT, you will launch new digital solutions, optimize processes and ensure that our end users are optimally supported. ☐☐

Bell Schweiz AG
Elsässerstrasse 174
4056 Basel

Contract type Permanent
Workload 100%
Start of employment as of now
Language German
Working time model Hybrid working time after coordination

Do you have any questions?



Maria Horvath
Talent Acquisition Manager
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Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- You support and further develop our HR system landscape and ensure that new modules are introduced smoothly - very close to the processes and requirements of our locations.
- You document support requests, optimize existing processes and create practical user manuals that really help.
- You keep an eye on interfaces, identify faults at an early stage and coordinate them with the right contacts.
- You are the central point of contact for internal teams and external service providers - professional, solution-oriented and reliable.
- You create test scenarios and provide support during the test phase
- You support our colleagues across the Group with technical support and help to ensure that our HR systems run efficiently and smoothly.
- You contribute ideas, support and further develop our existing and future HR processes

We can only consider applicants who are authorised to work in Switzerland (EU/EFTA). We only consider direct applications.

What you bring with you

- You have successfully completed a degree in business administration, business informatics, human resources management or have a comparable education with relevant professional experience.
- You have sound experience in the administration and further development of platform solutions as well as demonstrable involvement in digitization or system implementation projects.
- You have a strong affinity for software and technical understanding.
- You have a strong affinity for software and technical understanding, ideally you already have knowledge of data models and system interfaces.
- Analytical and structured thinking combined with a proactive and solution-oriented way of working characterize you.
- You are a team player with project management skills and clear, open communication.
- You speak German and English fluently and are confident in an international working environment.
- You are willing to travel within Europe and have a driver's license (Cat. B).

What we offer



Work-life balance

With us you benefit from at least 25 vacation days. We use an electronic time capture system so that you can reward your overtime with additional days off.



Catering

Culinary delights are very important to us: freshly prepared food in our staff restaurant, a lunch menu including soup and salad, water & tea and free fruit as well as high-quality products at greatly reduced prices await you in our outlet.



Mobility

Benefit from our contribution to environmentally friendly mobility, convenient public transport connections and a free SBB GA travelcard!



Professional development opportunities

Expand your knowledge with extensive training programmes, high-quality courses at the Coop Training Centre and a wide range of personal development opportunities.