

Silcoplast AG is an internationally active manufacturer and supplier of high-quality silicone and plastic components for a wide range of industries. Our customers are globally recognized companies with the highest expectations regarding quality and functionality.

To strengthen our team, we are looking for a

People & Culture Manager & Office Administration 50-80%

Ideally with experience in a manufacturing environment. As part of a well-established team, you will contribute to efficient business operations and play a key role in supporting our employees, managers, and administration functions.

Your Responsibilities

- Manage the entire employee lifecycle (onboarding, offboarding, and employee support) in close coordination with the Group People & Culture team.
- Implement Group P&C projects within the local organization.
- Maintain personnel files and prepare employment contracts, references, and agreements.
- Review payroll administration under the four-eyes principle (no operational payroll processing) and act as the interface to the external payroll provider.
- Advise and support managers and the executive management team on all People & Culture matters.
- Manage recruitment activities, talent acquisition, and employee development initiatives.
- Oversee P&C systems, master data maintenance, and HR reporting. Ensure compliance with labor law requirements and collaborate with authorities, insurance companies, and external partners.
- Organize employee events and conduct employee surveys.
- Provide administrative support to the executive management team and contribute to front desk operations.

Your Profile

- Commercial education with further training in People & Culture / Human Resources (e.g., HR Assistant or HR Specialist certification).
- Several years of experience in HR and administrative functions.
- Independent, structured, and reliable working style

- Strong communication skills, resilience, and a team-oriented mindset.
- High level of social competence with a solution-oriented and business-focused approach.
- Excellent German and good English language skills, both written and spoken.
- Strong IT skills (MS Office and ideally Abacus, SAP SuccessFactors, and Plustime).
- Experience in a manufacturing environment is an advantage.

What We Offer

- A versatile and responsible position with significant scope for initiative and impact.
- Direct collaboration with Executive Management and Group People & Culture.
- A dynamic, family-oriented working environment with opportunities for professional development.
- The opportunity to actively shape the company culture within the People & Culture area.
- Attractive employment conditions, including home office opportunities.

Learn more about us at: www.silcoplast.ch

Please send your complete application documents to: info@silcoplast.ch