



Comlux is one of the finest aircraft charter companies rapidly expanding their exclusive fleet of business aircrafts with Headquarters in Zürich, Switzerland, and Centers of Excellence in Bahrain and Malta.

To support our international staff located in all three locations we are looking for an experienced

## **HR Business Partner (based in Malta)**

### **Responsibilities**

- Be a respected Business Partner for managers and employees
- Manage selection process for all Fly Comlux vacancies (Flying Crew and office staff excl management positions) jointly with the respective manager.
- Manage entry and exit process for all newcomers from A to Z (incl contract preparation according to different legislations and administrative procedures)
- Manage all employment related legal issues (incl disciplinary measures)
- Support the management in running a yearly performance management process
- Coordinate local payroll and personal administration team in Malta, Zürich and Bahrain

### **Requirements**

- Commercial/Legal education and at least 5 years of experience as an operational HR Manager in an international environment
- Experience in Aviation is a plus
- Absolute discretion must be guaranteed.
- Motivated, initiative and open personality which feels happy in a lively environment and likes to be responsible for a wide range of tasks.
- Ability to work independently and accurate.
- Ability to contribute to the straight-forward and uncomplicated culture of the team and the company.
- High quality standards in the work to be performed.
- Excellent IT knowledge for field of responsibility (mainly MS Office).
- Excellent language skills English is a minimum requirement (additional language is a plus)
- A team player who is able to easily manage in a fast changing environment
- Self motivated, open, positive and pleasant personality
- Willingness to travel from time to time to Zürich and Bahrain

### **Take the next step with us**

We are looking for a highly committed, reliable, communicative and enthusiastic personality with good team spirit and excellent interpersonal skills. If you like working in an international, multicultural environment, then we look forward to receiving your application. Please send your complete application documents including motivation letter by email to: [hr@comluxaviation.com](mailto:hr@comluxaviation.com).