Bitcoin Suisse

Bitcoin Suisse stands for premium crypto financial services for institutional clients, crypto foundations, family offices, asset managers, and high-net-worth individuals. Established in Zug in 2013 by crypto-native experts, Bitcoin Suisse today unites more than 200 professionals across Switzerland, the European Economic Area, the United Arab Emirates and Bermuda.

Senior Payroll & HR Operation Specialist

You will have the following responsibilities

We are looking for a dedicated Payroll & HR Operation Specialist in Bratislava with strong expertise in Swiss payroll, social insurance, and HR operations. The successful candidate combines technical payroll knowledge with a hands-on, customer-oriented mindset and demonstrates a high level of accuracy, discretion, and accountability. You are committed to delivering compliant and efficient payroll and HR administration services.

- Responsible for the monthly payroll run for CH / FL / UAE / SK / Bermudas
- Processing the monthly data to the payroll provider
- Executing all personnel administration tasks along the HR Lifecycle in all the countries
- Handling social insurance, as well as pension fund and tax matters
- Reporting and handling sickness and accident cases with the insurances in Switzerland/Liechtenstein
- Managing the time recording and absence system
- Managing the administration of the long-term incentive plan (options) program for employees
- Providing various customized HR reports and analyses for internal and external entities
- Verification of invoices relating to social security and taxes
- Responsible for the working permit process and liaising with the labor office

What you bring along

Education & Experience

- Completed education in Human Resources, Business Administration, Payroll, Accounting, or a related field
- Several years of experience in payroll handling and HR operations, ideally for Switzerland and/or Liechtenstein
- Solid knowledge of international payroll processes, social security regulations, labour law, and tax requirements
- Experience working with external payroll providers and managing outsourced payroll processes
- Exposure to international payroll environments is an advantage

Technical Expertise

- Strong understanding of social insurance schemes, pension plans, and payroll-related compliance requirements
- Experience with time and attendance systems, and payroll applications
- Advanced Microsoft Excel skills and strong analytical capabilities
- Experience preparing HR reports, audits, and regulatory submissions
- Familiarity with work permit and immigration processes

Personal Competencies

- Highly organized with strong attention to detail and accuracy
- Reliable, discreet, and able to handle sensitive and confidential information
- Strong problem-solving and analytical skills
- Proactive, hands-on, and able to work independently
- Service-oriented with excellent communication and stakeholder management skills
- Able to manage multiple priorities and meet deadlines in a dynamic environment

Languages

- Fluent in English and German is a must

What we offer

- **Expertise:** Work with crypto native experts
- **Culture:** Positive and supportive team culture that relies on common goals, ambitions and values
- **Activities:** Regular team events and activities
- **Ownership:** High level of autonomy and responsibility
- **Fitness:** Multisport Card
- **Location:** Office location in the new Bratislava downtown (Jurkovi□ova tepláre□)
- **Home Office:** 2 days per week

Apply now