



elea Foundation for Ethics
in Globalization
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elea.org

elea, a professional philanthropic investment management organization fighting absolute poverty with entrepreneurial means, is looking for a

Head of HR Administration and Recruiting (60–80%)

with the potential to grow and take on increasing individual responsibility.

About the role

- Being responsible for recurring HR activities (from onboarding to offboarding), such as contracts, insurances, absences, testimonials, etc. in coordination with external service providers, maintaining personnel dossiers, and ensuring that all HR related administrative tasks are being taken care of
- Managing HR processes like yearly performance management and measurement, annual salary reviews, and talent & succession planning
- Enhancing and implementing elea's professional development and compensation strategy in collaboration with the Leadership Team and the Management
- Building strong relationships and acting as a trusted advisor for all elea colleagues on HR processes and programs (providing individual development advice)
- Designing and executing elea's hiring strategy and organizing the corresponding recruitment process
- Supporting organizational changes (design, change management, facilitation, team building) and implement HR related initiatives across all elea locations
- Contributing to the internal resource planning process

About you

- Several years of relevant work experience (ideally as HR Manager in an international environment)
- Affinity for philanthropy and emerging markets
- Interest for entrepreneurship and early-stage impact investments
- Exceptional interpersonal skills
- Ability to work proactively across functions and hierarchies
- Highly committed personality with a structured and problem-solving mindset
- Fluent in German and English

Contact

Are you interested? Please reach out to Ms. Beatrice Möckli-Bürge (info@elea.org) in case you have further questions or if you would like to submit your application.

elea is an equal opportunities employer. We offer the opportunity to work in a dynamic, challenging, intellectually stimulating, and friendly environment. We actively encourage innovation and development of your skills and personality, and we have a strong commitment to quality.

Impact through entrepreneurship
