

JOB DESCRIPTION

Job Title: HR Administrator and PA	Department: CEO
Responsible to: HR Manager	Direct Reports: None
Location: London, Chiswick	Salary: £34,000 pa

Job Purpose

This dual role provides comprehensive administrative support to the HR department whilst also delivering high-level PA assistance to the two Country Managers. The ideal candidate will ensure smooth HR operations and enhance the Country Managers' efficiency by managing schedules, communications, and other related tasks.

Key Responsibilities

HR Administrator (60%)

- Maintain employee records, ensuring confidentiality and data accuracy.
- Assist in recruitment processes, including posting job ads, liaising with recruitment agencies, scheduling interviews, and onboarding new hires.
- Maintain the HR database and provide support for users.
- Administer employee benefits, leave requests, and attendance tracking.
- Support the HR Manager in employee relations matters, including preparing documentation, scheduling meetings and taking notes.
- Assist in the implementation of HR policies and procedures.
- Assist in the preparation of monthly payroll.
- Coordinate training sessions and maintain training records.
- Handle general HR inquiries from staff and escalate complex issues as needed.
- Act as HR Quality Lead across the organisation.

Country Managers' PA (40%)

- Manage the Country Managers' diaries, scheduling meetings, and coordinating travel arrangements.
- Screen and prioritise emails, phone calls, and other correspondence.
- Prepare meeting agendas, presentations, take minutes, and follow up on action items.
- Coordinate events, conferences, and meetings as required.
- Draft and edit reports, presentations, and other documents for the Country Managers.
- Liaise with internal and external stakeholders on behalf of the Country Managers.
- Handle confidential information with discretion and professionalism.

Key Skills and Competencies

- Excellent organisational and multitasking abilities.
- Strong written and verbal communication skills.
- High level of discretion and confidentiality.
- High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work under pressure and meet tight deadlines.
- Confident, with strong interpersonal skills and the ability to build positive relationships.

Qualifications and Experience

- 2 years + experience in HR administration
- Proven experience in providing PA support at a senior level
- Diploma level, Relevant qualifications in HR (ideally CIPD Level 3) and/or Business Administration
- Experience in using HR systems and databases (preferably BrightHR)
- Experience in assisting with payroll preparation
- Experience working in a fast-paced and dynamic environment

Conditions of Employment

- 37.5 hour week, Monday to Friday (9:00am – 5:00pm).
- 25 days' holiday per annum (increasing with length of service) + public/bank holidays

Benefits

- Salary sacrifice pension scheme with 3% minimum employee contribution and 5% employer contribution
- Life assurance (Group Life policy) and access to Aviva Digicare+ benefits
- Company sick pay and maternity/paternity pay schemes
- Corporate Eye Care Scheme
- Cycle to Work Scheme
- Season Ticket Loans
- Further information on staff benefits are covered on our [website](#).