

**** NEW JOB**** An investment firm based in Victoria is seeking an HR Assistant. Paying up to £32,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: HR Assistant

Location: Victoria

Salary: £32,000

Key responsibilities

Operational HR:

- First point of contact in HR and manage the HR inbox to ensure all queries are replied to within 24 hrs, directed to the relevant member of the team and followed-up as necessary
- Distribution and handling of incoming and outgoing post for the HR team
- Manage the firm's new starter wall and ensure new starters are added to as soon as they join, and it is updated on a monthly basis
- Oversee birthday notifications to staff as appropriate
- Responsible for the first part of the new starter process, including: HR and learning management system set-up, IT accounts and security passes are available, and induction meetings are arranged in advance
- Arrange quarterly induction breakfasts for the Chairman and CEO to meet new starters six months after they join
- Manage the quarterly firm wide rotations process
- Produce the HR induction pack for induction meetings
- Ensure work experience candidates have travel cards, etc, when they join
- Answering team telephone calls and dealing with firm wide enquiries
- Collection of the HR team's post and distributing it accordingly

L&D:

- Support the L&D Manager by arranging course bookings for staff as needed
- Support the L&D Manager in the organisation of training programmes including the provision of dates, room set up and entry in individual diaries

Personal skills, knowledge and talents required:

- Proactive and ‘can-do’
- Shows initiative
- Excellent organisational skills
- Happy to own and take responsibility for processes
- Attention to detail
- Professional integrity and emotional maturity
- Manage issues sensitively and confidentially
- Exceptional communicator and good at upward management
- Internally driven to produce excellent results

Skills and experience

- No former HR experience is required
- Proven administrative skills
- Knowledge of Outlook is beneficial but can be taught if necessary
- Comfortable learning to use new systems quickly
- Comfortable dealing with people