

**** NEW JOB**** An investment firm based in Victoria is seeking an HR Assistant. Paying up to £30,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: HR Assistant

Location: Victoria

Salary: Up to £30,000

Core objective of the role

This is a core role to the overall functioning of the HR team. Its main objective is to support the HR team so that they can enable the business in all its people related activities. The HR team aims to act as a role model of a high performing team and provide a meticulous level of service to the business.

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 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

L&D:

- Support the L&D Manager by arranging course bookings for staff as needed

Job description

- Support the L&D Manager in the organisation of training programmes including the provision of dates, room set up and entry in individual diaries
- Monitor exam participation and passes, and notify L&D Manager and Executive Committee of status on a weekly basis
- Gather CPD attendance sheets and input data to the learning management system so that it remains up to date throughout the year
- Support the L&D Manager in the quarterly training and competence process
- Support the L&D Manager in the quarterly PDR process

Wider team support:

- Support the Head of HR by monitoring inbox and scheduling meetings as required
- During busy periods, support the recruitment specialist with scheduling recruitment interviews
- Support the recruitment specialist with the annual graduate recruitment process
- Gather agenda items for weekly team meeting and produce agenda for meetings
- Gather agenda items for monthly spotlight lunch and reminding presenters of their presentations
- During busy periods, support the wider HR team as needed

Personal skills, knowledge and talents required**Aptitude and talents**

- 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 at all levels