

**** NEW JOB**** A well-known property company is seeking an HR Assistant. Paying £25,000 and based near Oxford Street. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: HR Assistant

Location: Oxford Circus

Salary: £25,000

Inclusive but not exhaustive:

Graduate Team

Oversee accurate and timely contract administration and processes

- Ensure consistent rigorous processes, record keeping and reporting across the team
- Track and process financial matters – budget control, invoices, expenses and credit card
- Database management
- Support the team in delivering high quality marketing and written documentation and material.
- Event management; catering, room bookings and attendee lists
- Support with graduate director Inbox, diary management and business planning
- Negotiate with suppliers
- Book and manage team travel ensuring best value for money
- Support the team, working effectively, proactively and collaboratively together in all matters
- Manage the payroll administration support for all intern, apprentice and graduate employees
- Manage all reference requests, employment and tenancy

Recruitment

- Administration support for internship, graduate, school and apprenticeship programmes
- Administration support with recruitment events
- Manage the graduate recruitment inbox and applicant tracking system

Graduate Management

- Rotation support, appraisal documents, diary/ deadline management, HR system and IT updates
- Current staff changes, new joiner, leaver administration
- Administration support with current graduate events

PERSON SPECIFICATION

- Exceptional planning and organisational skills
- Ability to manage own workload
- Exceptional interpersonal/ communication skills
- Exceptional attention to detail
- Resilient, adaptable and above all, keen and enthusiastic
- Sensitivity, discretion and diplomacy
- Energetic and self-motivated
- Pro-active/ takes ownership of responsibilities
- Ability to work well under tight deadlines and thrives in a fast-paced working team
- Good working knowledge of Microsoft Office, particularly Excel