



## Job Description

<b>Job Title:</b> People & Culture Administrator		
<b>Team:</b> People & Culture, Support	<b>Reports to:</b> People & Culture Officer	<b>Level:</b> One
<b>Purpose:</b> Supporting the People & Culture team in the delivery of firm-wide HR goals and objectives.		
<b>Responsibilities and Accountabilities:</b>  <b>Recruitment &amp; Selection</b> <ul style="list-style-type: none"> <li>Assisting with the administration for the recruitment and selection process and the on-boarding of new staff to include: <ul style="list-style-type: none"> <li>assisting with the maintenance of recruitment related records and documentation;</li> <li>assisting with arranging interviews and other assessments;</li> <li>preparing offer packs, employment contracts and associated documentation;</li> <li>undertaking pre-screening of new recruits;</li> <li>administering the on-boarding process including the completion of checklists; applying for work permits, housing licences and employment licences;</li> <li>responsible for induction checklists and undertaking the 1<sup>st</sup> morning HR induction as required.</li> </ul> </li> </ul> <b>Generalist HR</b> <ul style="list-style-type: none"> <li>Responsible for undertaking and assisting with generalist HR related responsibilities including (but not limited to): <ul style="list-style-type: none"> <li>benefits schemes - enrolling new members, maintaining documentation and records, liaising with the brokers;</li> <li>learning and development - preparation of training agreements and maintaining records;</li> <li>performance management - maintaining records;</li> <li>compensation and bonus reward reviews - assisting with the process and preparing letters;</li> <li>leaver process - completion of checklists;</li> <li>administering checklists for changes to employee records;</li> <li>updating the HR system (Profile) as required.</li> </ul> </li> <li>Maintaining accurate and up to date electronic and paper HR records (including absence records);</li> <li>Providing first line support for HR related queries escalating these as necessary;</li> <li>Assisting with ongoing People &amp; Culture project work as required;</li> <li>Available to travel to Jersey as required.</li> </ul>		
<b>Skills:</b> <ul style="list-style-type: none"> <li>Has excellent interpersonal and communication skills and confidence to deal with people at all levels;</li> <li>Has a good understanding of the business and the different functions within the company;</li> <li>Is a team player, with a flexible and proactive approach to work and willing to undertake additional duties, as required;</li> <li>Has good time management and organisational skills;</li> </ul>		
<b>Qualifications/Experience:</b> <b>Essential:</b> School leaver: 112 UCAS points or equivalent / Graduate: Degree (2:1 or above) or equivalent. <b>Desirable:</b> 1-2 years administration experience preferably in a Human Resources department.		