



Job Description

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