

HR Coordinator at twentytwentyone

Part-time, 3 days per week (Mon-Fri) or equivalent 22.5 hours over 4/5 days. Based at the twentytwentyone office and showroom in EC1R.

We are seeking a highly organised individual with excellent interpersonal skills to coordinate HR operations and help enhance the HR structure within our growing company.

The ideal candidate will have at least 2 years' experience working in an HR capacity, be able to write English to high standard and be confident communicating with people at all levels.

Areas of responsibility:

Recruitment

- Ensure job descriptions and person specifications for vacant positions are up to date and accurate
- Arrange postings for vacancies on both company and external websites. Liaise with web team to organise social media posting where necessary
- Monitor incoming applications and collate for directors and managers to review where appropriate
- Organise first and second stage of interviews for short listed candidates, including scheduling, notifying interviewers and overseeing the preparation and distribution of interview materials
- Prepare and send offer letters, confirming terms and start dates. Notify unsuccessful candidates
- Obtain references for preferred candidates in a timely manner
- Prepare and send new staff member contracts and ensure signed copies are received
- Maintain organised paper and digital applicant records for the required length of time

New Starters/Leavers

- Communicate details of new employees to appropriate colleagues to ensure facilities and equipment are ready for start date
- Ensure new employees receive job description, staff handbook and associated information on their first day of employment. Obtain copies of identification (and work permits where necessary)
- Assist with the arrangement of new employee training where required
- Update staff directory and send company-wide announcements
- Confirm leaving dates and outstanding holiday for outgoing employees
- Provide references for former employees where requested

Current Employees

- Be main point of contact for all HR enquiries both internally and externally, referring queries where necessary to the appropriate member of the team
- Provide support to directors and managers with disciplinary, grievance and staff welfare issues, ensuring compliance with statutory UK employment requirements
- Keep employees informed of any changes to procedures and staff benefit schemes, updating policy documents where required
- Ensure personnel files are kept up to date and organised, maintaining confidentiality and security
- Oversee and coordinate employee probationary and annual review process, notifying colleagues of due dates and scheduling review meetings
- Ensure review forms are prepared in advance of meetings and signed copies are filed post-review

- Update job descriptions and employment terms where required, sending letters to employees and issuing new contracts where necessary
- Administer staff benefit schemes including Cycle to Work
- Keep sickness absence records up to date and notify directors/managers of any issues
- Manage the staff holiday booking process, ensuring that records and company rota are kept up to date and procedure is adhered to
- Organise staff social events and initiatives to boost teamwork, staff welfare and morale

We offer training and opportunities for development within the company. Staff discount and other benefits are included in the salary package. Remuneration according to experience.

CV and covering letter stating current salary/salary expectation to: jobs@twentytwentyone.com

Please note that we are only able to respond to candidates shortlisted for interview.

www.twentytwentyone.com