

HR Apprentice

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Company: Dior

Location: United Kingdom

Category: business-and-financial-operations

HR Apprentice

Position

Position : HR APPRENTICE

Department Human Resources

Location : London (6 Lancer Square, 3rd floor, Kensington Church Street, London W8 4AX)

Contract : 2 Years Fixed Term

Working hours : 9:00am – 5:30pm, 4 days per week, plus 1 study day (hybrid working)

Annual Salary : £19,000 (2024/2025) increasing to £20,000 (2025/2026)

Qualification achieved at the end of the apprenticeship : CIPD Level 3 and HR Support

Line Manager: Kay Robbie, HR Business Partner

LVMH Beauty

LVMH is home to 75 distinguished Houses rooted in six different sectors. True to tradition, each of our brands builds on a specialty legacy while keeping an unwavering focus on the exquisite calibre of its products.

The six different sectors that LVMH exists in, Beauty, Wines & Spirits, Fashion & Leather Goods, Watches & Jewellery, Selective Retailing and Other Activities.

LVMH Beauty in the UK homes 7 brands, Parfum Christian Dior, Kendo, Givenchy, Guerlain, Acqua Di Parma, Fresh, Maison Francis Kurkdjian, Stella McCartney Beauty and Loewe.

We are looking for a talent to join our Retail HR Team, who will support the team in delivering a comprehensive HR service, including supporting on administrative tasks and

low-level employee relations. In addition to any ADHOC projects throughout the year.

This apprenticeship will be structured with 4 days working, and 1 day studying towards your CIPD Level 3 qualification and HR Support. This will be with the training provider, CMS Vocational Training.

Mission:

Support and work closely with the Retail HR Team to ensure a seamless and compliant HR Service to the business, including but not limited to staying up to date with changing legislation

Build strong relationships with the business, including Retail Management and Beauty Consultants across Dior, UK & Ireland

Work with the team to improve relevant processes, policies and reporting, keeping the business at the heart of it

Embrace LVMH & Dior values, staying up to date with the companies goals & mission's

Main responsibilities:

Support in the management of the Retail HR mailbox, responding to queries in a timely manner and as required

Lead the Induction Process for new Beauty Consultants joining the business, including but not limited to sending the welcome email and hosting the induction call

Support with low level Employee Relation cases, including but not limited to Probations & Investigations

Support on all administrative tasks, including but not limited to Retail References. In addition, maintaining all data in our systems to ensure 100% compliance with GDPR

Assist with the completion of HR reports and analysis of HR KPIs and trends

Support the HR team through projects, taking ownership of tasks and providing creative input, including working on Retail Communications

Support Retail Management with recruitment

Profile

Key Competencies:

Strong organisational skills

Good time management

Able to communicate effectively

Ability to work on own initiative

Technical Skills:

Basic knowledge of Microsoft Word, Powerpoint & Excel

Education:

Math's and English GCSE's, C or 5

X3 A-Level's

Profile:

The apprentice needs to be organised and have good time management to manage a variety of tasks. Having a good understanding of Parfums Christian Dior is a must, along with the LVMH Group. Having had experience within either retail or hospitality is a welcomed bonus in this role.

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