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Human Resources Advisor

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Company: Next Employment Ltd

Location: City Of London

Category: business-and-financial-operations

HR Advisor Generalist Vibrant Insurance brokers with over 700 employees around the world and a global footprint across more than 150 countries, who are a top 10 contributor to Lloyd's are looking for a generalist HR Advisor. Insurance is a relationship-based business, and achieving success means hiring the best talent in the industry. When you join us, we will encourage and support your professional and personal development as we invest in you and your learning to help you succeed and grow. We believe in a flat organisational structure that prizes expertise and relationships equally. We've built a workplace where talent, collaboration and inclusivity are valued, and our commitment to diversity, equity and inclusion helps cultivate an open, welcoming workplace where everyone who works with us can be themselves. The role We are looking for an HR Advisor to be responsible for providing efficient support to the HR team, whilst taking an advisory role on best practices for managers and employees, providing guidance and solutions where appropriate. As part of this role, you will be completing Employee Relations processes such as Disciplinarys, Probations (extensions and dismissals) and Performance Improvement Plans, and updating and maintaining HR letter templates, procedures and policies ensuring they are up-to-date and compliant with employment law and best practice. You will participate in projects and HR activities as directed by the HR Business Partner's, Payroll Manager and CHRO, as well as produce management information as and when required both within HR and the business. Key skills and experience required: Proven experience of working within a fast-paced HR department Graduate with CIPD Level 5 Experience of using an HR Database and with HR reporting Min 2 years experience within Insurance, Financial

services or another regulated IndustryWell organised; able to prioritise and work to deadlines, with excellent attention to detailAn enthusiastic and flexible approach; personable; good team player; able to manage a busy and varied workload Proactive approach with `can do' attitude and a detail-orientated mentalityExcellent communication skills, both written and spoken, is able to communicate effectively with all levels of employeesThis role is based in our vibrant office in London with the opportunity to work from home, in a hybrid fashion. This is a business facing role so you would be expected to be in the office 3 days a week.Some of our fantastic benefits will include:Gym subsidy: Stay healthy and fit with our wellbeing subsidyPrivate health insurance: Your wellbeing matters to usSports & Social Club: Enjoy team-building activities and unwind with colleagues

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