

United Kingdom Jobs Expertini®

Office Admin and HR Assistant

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Company: AVIAREPS

Location: London

Category: other-general

Job title: Office Admin and HR Assistant Salary : Up to £32K Location :

Hammersmith/On-site Contract Type : Full time Reporting to : General Manager and Head

of Finance About the roleWe are seeking a detail-oriented and proactive Office Admin

and HR Assistant to join our team and provide essential office support. The ideal candidate

will have a strong administrative background, excellent communication skills, excellent

computer skills, particularly in Excel and Word, and good English language proficiency in

speaking and writing. As an Office Admin and HR Assistant, you will play a crucial role in

ensuring smooth office operations and you will be an integral part of the team supporting with

all HR administration and updating the HRIS, as well as facing off to the business as a first

point of contact. What we offerSalary up to £32K 37.5 hours per week21 days annual leave

increasing to a maximum of 25 days, plus 8 bank holidays. Life insuranceBirthday Vouchers

Corporate social events Employee Assistance Program Pension after 3months Working with a

professional, positive and multi-cultural team Great promotional opportunities as the business

grows. What you'll be doing Office Admin You'll be responsible for developing and implementing

office policies by setting up procedures and standards to guide the operation of the office.

You'll be responsible for general office administrative duties from organising files to managing

office maintenance, mailing, shipping, supplies, equipment, you'll be the go-to person for all

things admin-related.You'll coordinate with IT department on all office equipment and updating

the inventory list. You'll collaborate with team members to streamline office processes and

improve efficiency.You'll arrange staff events and client visits. HR Assistant You'll Manage

the employee full life cycle including pre-employment checks (right to work, DBS,

references), onboarding to exit interviews, employee relations. You'll help maintain employee records according to policy and legal requirements. You'll be processing staff absence and holiday requests. You'll maintain up to date and accurate contract, maternity, paternity and other information liaising with external payroll provider and Head of Finance as appropriate. You'll take notes during the disciplinary and grievance hearings as required. You'll be supporting with the recruitment process and liaising with recruitment agencies. You'll maintain accurate GDPR compliant records for all staff using designated databases. What you'll have You'll have excellent communication skills, and you are approachable and professional. You'll be an IT and MS Office savvy. You'll have previous HR experience, or you'll be recently graduated in Business Management. You'll be fluent in written and spoken English. You'll be self-motivated with the ability to work unsupervised. You'll be able to prioritize workflow while meeting the deadlines. You'll be flexible and a good team player. Note: Applicants must have the right to reside and work in the UK without restriction. If you meet the above requirements and are passionate about practicing your Admin and HR skills in Travel industry, we would love to hear from you.

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