

Office & HR Manager

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Company: career-legal

Location: London

Category: other-general

Job Details

My client, an innovative and technology focused law firm highly reputed for their specialist IP work are now looking for an engaging and positive Office & HR Manager to join the team in their London office on a 6-month FTC basis.

The Office & HR Manager will provide a high-quality service to the firm's divisions while improving business performance. Working closely with Directors & senior stakeholders the Office & HR Manager will ensure operational efficiency within the office and the firm.

Key duties will include:

Assisting in recruitment of permanent & temporary staff while also monitoring and dealing with any staffing/absence/training work management team issues and assisting with any payroll queries

Supporting the appraisal, annual leave and absence processes.

Maintaining HR records and assisting with yearly budget.

Being the first point of contact for any office related issue – Health & Safety Officer, Fire Warden and liaising with other building tenant's.

Ensuring smooth running of benefits when required & signing off on various invoices in accounts.

Assisting in partner driven ad-hoc projects.

The HR Manager will have previous HR Manager level experience, ideally from a law firm or professional services background. They will possess strong knowledge of employment law, have strong HR projects experience and will ideally, be CIPD & degree qualified. The right candidate will be able to demonstrate influencing skills & project management experience particularly at a senior stakeholder level. The HR Manager will be an excellent communicator along with exceptional attention to detail skills. They will also need to be pro-active and confident.

IMPORTANT NOTICE

It is Career Legal's policy, as a matter of courtesy to respond to all applications within three working days. However, because of the volume of applications, we are sometimes unable to respond to individual candidates. If we have not contacted you within three working days your application has been unsuccessful and your details have not been retained.

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Cross References and Citations:

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