

People Coordinator (Maternity Cover)

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Company: Steyn Group

Location: London Area

Category: other-general

This is an exciting opportunity for a confident, people orientated candidate with previous administrative experience to grow their HR career within our London Victoria Office. The role is a maternity cover that will report to the Head of People & Culture and support each individual business unit within Steyn Group in achieving their People goals. You will need to be a proactive and customer service focused individual, who is highly organised, detail orientated, and an excellent communicator. As this is a truly generalist position, it would fit a candidate who wants to gain experience across various elements of the People function, including recruitment, onboarding, employee relations, payroll support, training, and HR administration. This role is based in London Victoria, with working hours being 9.00am-5.30pm, Monday to Friday with a one-hour unpaid lunch break. We operate a hybrid working model of a minimum of three days in office per week, Mondays and Wednesdays being compulsory days in office. Key Responsibilities: Assist with the recruitment process by posting job openings, screening resumes, scheduling interviews, and conducting reference checks. Coordinate new hire onboarding activities, including preparing offer letters, contracts, inductions, and ensuring all necessary paperwork is completed accurately for monthly payroll. Serve as the first point of contact for employees regarding HR-related inquiries, policies, and procedures. Assist with employee relations matters, including notetaking during formal meetings, and investigation preparation. Maintain HRIS software system BambooHR records and ensure accuracy and completeness of all employee data. Prepare and distribute documents, such as employment contracts, policies, and company announcements. Coordinate employee training and development initiatives, including scheduling training sessions, tracking

attendance, and evaluating training effectiveness through feedback collection. Support benefits administration processes (enrolment/changes/terminations) for Pension, Healthcare, Life Assurance, Dental, Wellbeing, Cycle to Work and Headspace. Serve as a liaison between employees and benefit providers to resolve issues and answer inquiries related to employee benefits. Supporting with Length of Service, Birthday, Corporate Social Responsibility and internal and external Social Events (Christmas and Summer Party planning) Supporting and covering People & Office Administrator as and when required

Key Requirements: A minimum of 1 years' experience working in a People team A keen interest to develop as an HR professional CIPD qualification or working towards advantageous! Ability to handle sensitive and confidential information with professionalism and discretion. Track record of working alongside multiple key stakeholders in person Knowledge of standardised HR practices, policies, and procedures in the UK. A systematic, troubleshooting mindset. Exceptional attention to detail Proficiency in Microsoft Office Suite and familiarity with IT systems and processes Excellent communication skills Strong ability to multitask. Friendly and upbeat demeanour

Company Benefits: Medical Insurance Dental Insurance Wellbeing Fund Pension Life Assurance Headspace Membership End of Contract Bonus Scheme Annual Salary Review Engagement and Social Events Qualifications Sponsorship 2 Paid Volunteering Days per year Employee Matching Scheme Hybrid Working

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