

## People Operations Coordinator & Office Manager

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Company: Deputy

Location: London

Category: other-general

### Responsibilities

Provide administrative support for people operations activities in both the UK and US regions, including but not limited to payroll processing, leave management, and employee data management.

Serve as a point of contact for employee inquiries and escalate complex issues to the appropriate People Team personnel as needed.

Ensure compliance with relevant employment laws and regulations in both the UK and US, staying abreast of changes and updates that may impact HR practices.

### Qualifications:

Bachelor's degree in Human Resources, Business Administration, or related field.

2+ years of experience in office management, HR administration, or a related role.

Familiarity with UK employment laws and regulations; knowledge of US employment laws is a plus.

Strong communication and interpersonal skills, with the ability to interact effectively with employees at all levels.

Proficiency in Google Suite and HRIS software; experience with Rippling or similar HRIS platforms is preferred.

Excellent organizational skills and the ability to multitask and prioritize tasks effectively in a fast-paced environment.

**Employee Perks** - Highly collaborative working environment- Flexible co-working space in central London at Uncommon Liverpool St - Free happy hours, afternoon tea, networking, and professional events- Employee stock ownership from Day 1- Employee pension matching programme- Private health and dental insurance- Paid parental leave to support you and your family- Flexible holiday time, including 2 celebration days per year for those special moments- Work from home stipend to help you get set up and succeed from homeDeputy believes in equal opportunity and that inclusiveness and diversity promotes innovation. Our global team members are from a variety of cultures. And we welcome different perspective and skills. #LI-Hybrid

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