



## Job Description

<b>Job Title:</b> People & Culture Administrator		
<b>Team:</b> People & Culture, Support	<b>Reports to:</b> People & Culture Officer	<b>Level:</b> One
<b>Purpose:</b> Supporting the People & Culture team in the delivery of firm-wide HR goals and objectives.		
<b>Responsibilities and Accountabilities:</b>		
<b>Recruitment &amp; Selection</b>		
<ul style="list-style-type: none"> <li>• Assisting with the administration for the recruitment and selection process and the on-boarding of new staff to include: <ul style="list-style-type: none"> <li>○ assisting with the maintenance of recruitment related records and documentation;</li> <li>○ assisting with arranging interviews and other assessments;</li> <li>○ preparing offer packs, employment contracts and associated documentation;</li> <li>○ undertaking pre-screening of new recruits;</li> <li>○ administering the on-boarding process including the completion of checklists; applying for work permits, housing licences and employment licences;</li> <li>○ responsible for induction checklists and undertaking the 1<sup>st</sup> morning HR induction as required</li> </ul> </li> </ul>		
<b>Generalist HR</b>		
<ul style="list-style-type: none"> <li>• Responsible for undertaking and assisting with generalist HR related responsibilities including (but not limited to): <ul style="list-style-type: none"> <li>○ benefits schemes; enrolling new members; maintaining documentation and records; liaising with the brokers</li> <li>○ learning and development; preparation of training agreements and maintaining records</li> <li>○ performance management; maintaining records</li> <li>○ compensation and bonus reward reviews; assisting with the process and preparing letters</li> <li>○ leaver process; completion of checklists</li> <li>○ administering checklists for changes to employee records</li> <li>○ updating the HR system (Profile) as required</li> </ul> </li> <li>• Maintaining accurate and up to date electronic and paper HR records (including absence records);</li> <li>• Providing first line support for HR related queries escalating these as necessary</li> <li>• Assisting with ongoing People &amp; Culture project work as required</li> <li>• Available to travel to Jersey as required</li> </ul>		
<b>Skills:</b>		
<ul style="list-style-type: none"> <li>• Has excellent interpersonal and communication skills and confidence to deal with people at all levels;</li> <li>• Has a good understanding of the business and the different functions within the company;</li> <li>• Is a team player, with a flexible and proactive approach to work and willing to undertake additional duties, as required;</li> <li>• Has good time management and organisational skills;</li> <li>• Available to travel to Jersey as required</li> </ul>		
<b>Qualifications/Experience:</b>		
<b>Essential:</b> Educated to degree level or equivalent		
<b>Desirable:</b> 1-2 years administration experience preferably in a Human Resources department.		