

HR Administrator

Department: Human Resources
Location: 50 Featherstone Street, EC1Y 8RT
Reports To: Group HR Director
Hours: Full Time (37.5hrs)

This is a junior role ideally for someone looking to start a career in HR. The HR Administrator will assist the Global HR Director and the HR team on all matters relating to Human Resources administration.

Key Responsibilities

HR admin and employee files:

- Assist with the implementation of the new HR database
- Maintain the employee database and ensure all files are up to date
- Maintain and organise employee and leaver files (both hard and soft copies)
- Administer reference letters for employees and ex-employees
- Administer pay slips and P45's

New starter admin:

- Send out offer letters and paperwork to 'offered' employees
- Draw up contracts for review by HR Advisor
- Send off and record references for new employees
- Liaise with IT to ensure set up of IT hardware and software

Holiday and absence:

- Organise and maintain the holiday booking system
- Inform HR Advisor of any unusual patterns / holiday not yet taken
- Maintain the absence forms and monitor levels by department

Recruitment:

- Assist in advertising job roles for vacant positions as required
- Make appointments for interviews and contact potential candidates
- Update and maintain the induction new starter packs
- Assist in the Graduate Recruitment scheme

Appraisals

- Assist with administration of the annual and mid-term appraisals
- Maintain checklist of all completed appraisals

Training:

- Book rooms as required
- Send out reminders to staff
- Assist the HR Advisor with setting up and organizing the YOUniversity

Finance:

- Raise purchase orders and provide suppliers with purchase order numbers
- Liaise with finance to ensure invoices get paid on receipt
- Process expenses and credit card statements (within the HR department)

Skills required

- Excellent interpersonal skills and customer service
- Proven administration skills
- Attention to detail
- Developing initiative and able to show team working skills
- Problem-solving, analytical and numerical skills
- Ability to meet deadlines and manage time effectively

Personal attributes

- Self-discipline & motivation
- Positive attitude
- Excellent organisational skills
- Excellent written, oral and electronic communication skills

Education and qualifications

- Educated up to degree / HND level in a relevant subject
- Proficiency in MS Office
- Fluent written and spoken English

To apply please send your CV and cover letter to vacancies@yougov.com.

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.