Job Title: HR Assistant

Location: London, UK

Job Type: Full-time, Permanent

Salary: Competitive

We are currently seeking a motivated and detail-oriented HR Assistant to join our team at a leading media company in London. As an HR Assistant, you will provide administrative support to the HR department, and help to ensure the smooth running of HR processes.

Responsibilities:

* Assisting with recruitment activities, including posting job adverts, scheduling interviews, and maintaining applicant tracking systems
* Providing administrative support to the HR team, such as arranging meetings, producing reports, and maintaining accurate HR records
* Coordinating the onboarding process for new employees, including preparing offer letters and contracts, and arranging induction programmes
* Assisting with employee benefits administration, such as pensions and healthcare schemes
* Responding to HR-related queries from employees and managers, and escalating complex issues to the relevant HR professional
* Supporting the HR team with ad hoc tasks and projects

Requirements:

* Degree in Human Resources or related field, or equivalent experience in an administrative role within an HR department
* Strong organisational and administrative skills, with excellent attention to detail
* Good communication and interpersonal skills, with the ability to build effective relationships with stakeholders at all levels
* Proficiency in Microsoft Office and experience using HR software and databases
* Ability to work independently and as part of a team, and to manage a busy workload
* Knowledge of employment law and HR policies and procedures is desirable

We offer a competitive salary, a supportive and collaborative work environment, and opportunities for professional growth and development. If you are a highly organised and motivated individual with a passion for HR, and are looking for a new challenge in a dynamic and fast-paced environment, please submit your CV and cover letter to us.

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