

## HR Assistant Intern

<b>Job title</b>	HR Assistant
<b>Location</b>	No. 10 – 55 Tanner Street, London SE1 3PN - UK
<b>Reporting Relationship</b>	You will report to the Managing Director
<b>Job Purpose</b>	<p>Leading healthcare marketing and training firm seeks an unusually organized, motivated, energetic, and qualified executive for a wide range of projects. This job requires an exceptionally organized person who thrives off of ensuring the i's are dotted and the t's are crossed while simultaneously multi-tasking on a large number of projects. This is a challenging job for a go getter who likes to stay on their toes.</p> <p>You will assist with the creation and documentation of the company's HR systems. This is a multi-disciplinary role in a small company that will give you a broad view of HR activities.</p> <p>This role supports the hr and operational side of the business. You will help with recruiting, hiring, induction, resource management (employees and outsourcing of subcontractors), employee development.</p>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• To help build out the subcontracting process to hire the marketing resources required for client work</li> <li>• To assist with our in-house recruitment process, which we perform for ourselves as well as for clients</li> <li>• To formalize and build up the development plan for staff and interns using our strengthfinder 2.0 system</li> <li>• To provide support for the company's induction process which is an online website – you will help by updating the induction process, and formalizing the training approach with videos and other multimedia.</li> <li>• To ensure that all people details are fully completed and updated in the company CRM, including contact details and area of resource speciality.</li> </ul> <p><b>Other Responsibilities could include:</b></p> <ul style="list-style-type: none"> <li>• Type reports, presentations and other departmental documentation to ensure the smooth running of the office.</li> <li>• Document and presentation preparation</li> <li>• Research (via internet and telephone)</li> <li>• Liaise with external subcontractors – interviewing and contracting</li> <li>• Database upkeep (maintain people files, updating information in CRM system)</li> <li>• General office duties and ad-hoc tasks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Systems review and updating: putting processes in place</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Previous experience or high degree of interest in similar duties</li> <li>• A proven track record in organisational skills</li> <li>• Advanced user of Windows applications (Word, Excel, PowerPoint)</li> <li>• Extremely proactive, diplomatic, detail orientated and with a professional manner to engage at the most senior levels</li> <li>• Superior business writing skills</li> <li>• Excellent verbal communication skills.</li> <li>• Strong skills in organizing office systems</li> <li>• Strong level of English is very important (both written and oral)</li> <li>• An outstanding customer service ethos</li> </ul>