

PSM HR Outsourcing - Egham, Surrey

HR Apprentice Administrator - Egham

An exciting opportunity has arisen for a highly enthusiastic Apprentice Administrator to join PSM; a team of Human Resource professionals, specialising in providing fully outsourced HR support to more than 65 SMEs, as well as UK subsidiaries of international organisations and due to the recognition of the value that PSM offer our clients, the increasing requirements of our existing and on-boarding clients, we now need to appoint a senior Administration professional to join the team.

You should be a friendly, decisive, disciplined/organised and commercially astute, ideally with an HR background, however not essential as your learning curve will be exponential by working alongside the professionals in the PSM team. We are a bijou office with a large, multi sector client base and a team who enjoy having fun (*we really do laugh...a LOT*) and play hard in order to go above and beyond with our clients, as whilst being an outsourced resource, we operate very much as an integrated HR function of our clients business and they love and trust us, a lot!

While the core role is overseeing the HR administration for our clients, the successful (*we feel lucky candidate*) will enjoy a wide ranging role, also involving the provision of assistance with hands-on projects such as managing disciplinary, grievance etc. hearings and special investigations from time to time. As HR professionals, it is in our DNA to support and develop all members of the PSM team, whilst simultaneously maintaining as opposed to hoping for a work-life balance.

In this role, the HR Administrator will be overseeing the administrative function alongside supporting the team of HR Managers, but also the senior management teams of our client companies who encompass every major commercial sector and whom will value your judgement and assistance. With a stable career to date in a disciplined, organised and discrete/confidential environment, you will be involved with many transactional aspects and (at times) "front end" operational HR management.

Core responsibilities will include :

- Ability to work on own initiative and a willingness to learn
- Computer literate; Microsoft Word, Excel and PowerPoint, database applications
- Ability to communicate effectively at all levels with sensitive and commercial interpersonal skills and a confident telephone manner
- Operational knowledge of HRI systems
- Ability to work effectively as an active team member and on own initiative
- Sound, disciplined organisational skills and an ability to prioritise with excellent attention to detail and a "can do" attitude
- Proven ability to handle confidential and sensitive management issues & information
- Ability to work under pressure and to deadlines
- Experience of producing correspondence to a high standard of accuracy & detail
- Calm, proactive, approachable person who takes ownership of an issue from end to end
- A wish to join a broad ranging HR environment within multiple sectors or commerce, where every day is a learning experience
- Commutable distance to Egham.

You also need to be able to develop and maintain an awareness of the requirements of employment law and best practice to ensure clients comply with all legal requirements and to ultimately provide sound advice to senior managers and key stakeholders

- Directly supporting our HR Managers/Officers on a range of HR and Employment Law issues
- Organise/manage the HR Information Systems and general office IT systems
- Provision of admin assistance/general support to the HR Team
- Updating client data bases and invoicing, billing and contracts management
- Ensure the efficient operation of the office by implementing new administrative systems
- Prepare spreadsheets, staffing reports and organisation charts, as required

Required Competencies:

- Good interpersonal and presentation skills
- Comfortable reporting to and supporting senior managers and key stakeholders
- Diplomacy and confidence to "challenge" other team members and clients in an appropriate manner and context
- Comfortable making own decisions in an autonomous yet supportive "learning" environment
- A highly effective communicator, able to concisely articulate ideas both verbally in writing
- Strong planning, organisational and time management skills
- Innovative at trying to meet client needs
- Meticulous as to detail and takes pride in producing work of a high standard
- Interest in personal development both for yourself and the team as a whole
- Working Knowledge of web based HRI Systems – (desirable)

Essential Skill Set:

- Proven track record working with senior managers and key stakeholders
- Confidence to develop HR policies where required
- Experience of supporting managers with elements of performance management
- Ability to manage Human Resource Information Systems (HRIS)
- Excellent Microsoft package skills (word, Excel, Outlook, Power Point)
- Excellent telephone manner
- Good sense of humour (*absolutely essential*)