



HR/Office Manager

Proportion London are the leading creator of Visual Merchandising materials for retailers globally, designing and manufacturing mannequins, bustforms and accessories in London and supplying brands ranging from Marks & Spencer to Paul Smith.

We are looking to hire an experience HR generalist to join our passionate team in north east London.

Key responsibilities will be:

- To deliver a practical, hands-on HR function to support the business.
- To manage services and facilities for the non-manufacturing side of the business.
- To ensure the company is compliant in line with Employment Law, relevant legislations and where possible best practice.
- To be the first point of contact for employee and management queries, and to provide pragmatic advice accordingly while remaining compliant within the law and legislation.
- To manage and advise on all employee relations e.g. disciplinary, grievance, capability etc.
- To monitor and review all company policies, procedures and contracts in line with employment law and legislation.
- To manage the 360 recruitment for all vacancies including managing job descriptions, creating adverts, advertising on job boards, preparing and attending interviews and offering candidates all while promoting equal opportunities.
- To carry out on-boarding with all new starters including pre-employment checks and inductions.
- To assist accounts with weekly and monthly payroll, and ensure the company are compliant with automatic enrolment pensions.
- To assist the company by any means possible, which may mean helping out with health and safety, maintenance etc.

The ideal candidate will be an experienced HR professional, highly knowledgeable about employment law and relevant legislations all while promoting a pragmatic approach for the needs of the business and employees alike. They will also be responsible for office management duties such as managing the outsourced cleaning contractor, the outsourced IT contractor etc.

This is a stand-alone role, so you will be required to work independently with precision while organising and prioritising under pressure. As we are a SME the ability to learn and be flexible for the needs of the business are key. Experience of working in manufacturing or production environment would be beneficial.

Location: Hickman Avenue, E4 9JG
Hours: 37.5 per week
09:00 to 17:30, Monday to Friday
Salary: £25,000.00 - £30,000.00 per annum (DOE)
Contract Type: Permanent
Start Date: ASAP

If you feel that you meet the essential criteria in the below person specification, then please apply by sending your CV to Danielle.dear@proportion.london.

If you have any questions or would like to view the job description please do not hesitate to contact Danielle Dear on 0208 498 3072 or Danielle.dear@proportion.london.

Person Specification

	Essential/Desirable		
	CV	I	A
Experience/Qualifications	Essential/Desirable		
Level 5 CIPD qualification or equivalent qualification	E		
Knowledge and experience of employee relations including disciplinary, capability etc.	E	E	E
Experience in advising managers on employment law and legislation	E	E	
Experience in recruitment	E	E	
Experience of overseeing payroll	E	E	
Knowledge of automatic pensions enrolment legislation	E		
Experience of drafting and maintaining procedures	E		
Experience of taking responsibility	E	E	
Experience of providing a high standard of customer service to all types of people	E	E	
Experience in using Microsoft office programmes, most importantly word and excel	E		E
Experience of working in a stand-alone HR role	D		
Experience of managing health and safety	D		
Knowledge of TUPE, re-structures and redundancies	D		
Personal Skills & Qualities			
Ability to work to tight deadlines	E		E
Excellent verbal and written communication	E	E	E
Ability to maintain confidentiality	E		
To use common sense and be resilient at all times	E	E	E
To practice a pragmatic approach	E	E	E
Ability to remain calm, professional and objective	E	E	E
The confidence to stand your ground against senior management	E	E	
Ability to service the business and employees needs simultaneously	E	E	E
Ability to be fair and consistent	E	E	
Ability to organise and prioritise under pressure	E		E
Ability to work on own initiative without supervision	E		
Ability to work effectively and supportively in a team	E		
Ability to be flexible to the needs of the business	E	E	E
Enthusiastic with a can-do attitude	E	E	E
To treat everyone fairly and equally	E	E	E
To be efficient and cost-conscious	E		
To take responsibility for issues that may affect profitability	E		
To take pride in all work	E	E	E
To respect and trust our colleagues	E		
To communicate honestly and openly	E	E	E

CV – at application stage

I – at interview stage

A – at assessment stage