

HR Executive

Job Description

This is a highly visible and varied role requiring exceptional diary management, strong stakeholder engagement skills and the ability to manage multiple priorities in a fast-paced environment. The successful candidate will be proactive, organised, technology-minded and comfortable supporting senior leaders while driving administrative excellence across the business.

Key Responsibilities:

HR Administration

- Supporting recruitment administration, including interview scheduling and candidate communications.
- Coordinating onboarding and offboarding activities.
- Maintaining employee records and HR systems.
- Producing HR reports, correspondence and documentation.
- Supporting employee engagement initiatives and internal communications.
- Assisting with HR projects and continuous improvement activities.
- Ensuring compliance with GDPR and company policies.

Skills & Experience Required

- Excellent organisational and prioritisation skills.
- Strong stakeholder management skills with the confidence to interact at all levels.
- Excellent verbal and written communication skills.
- Strong attention to detail and ability to manage multiple tasks simultaneously.
- Advanced Microsoft Office skills including Outlook, Word, Excel and PowerPoint.
- Experience using AI tools such as Microsoft Copilot, ChatGPT to streamline and productivity.
- Create business documentation and support process improvements.

Personal Attributes

- Professional, confident and approachable.
- Highly organised with excellent attention to detail.
- Proactive and able to use initiative.
- Calm under pressure and adaptable to changing priorities.
- Strong problem-solving skills.
- Excellent relationship builder.
- Able to anticipate needs and identify solutions.
- Positive and flexible approach.