



Job Title: Human Resources Administrator

Location: Southampton / Hybrid (with some travel to Charles Hope sites)

Reports to: Global HR Manager

Direct Reports: None

Hours/days of work: Both full and part-time will be considered between the days/hours of Monday to Friday, 8am & 6pm

Salary: Up to £23,000 P/A (or pro-rata equivalent for part-time) depending on experience

PURPOSE OF THE ROLE

This is a great opportunity for a highly organised Administrator to begin or develop their HR career! The successful candidate will be crucial in supporting the exciting growth of Charles Hope, and will be responsible for general HR admin, recruitment and payroll support to our employees across the globe (currently UK and South Africa). Working together with the Global HR Manager, the HR Administrator will play an active role in establishing and developing HR processes and procedures, focussing on employee wellbeing and engagement, and delivering an excellent HR service to all of our employees. The successful candidate will be able to gain experience in a wide range of HR duties in this role, and will be fully supported in their career development.

DUTIES & RESPONSIBILITIES

HR Duties

- Be responsible for the Human Resources email inbox, responding to internal and external queries
- All administration involved in processing new starters including creating employment contracts & entering new starters onto our HR information system, carrying out pre-employment checks including referencing and right to work
- General HR correspondence including supplying references, various employee letters such as leavers, maternity/paternity, changes etc
- Respond to HR queries and questions from all staff in the UK and South Africa, escalating to the Global HR Manager when required
- Assisting with recruitment (globally) including placing job ads and arranging interviews
- Keeping the HR information system up to date
- Note-taking during meetings and hearings
- Collating payroll information and running reports, ensuring high level of accuracy and attention to detail, and liaising with our payroll provider when necessary
- Working collaboratively with the Global HR Manager on HR projects
- Assisting with internal communications, including the employee newsletter
- Creating processes and procedures for example training records

- Auditing HR files
- Travel to various UK Charles Hope Apartments' sites from time to time, therefore being a driver or close to a train station/public transport will be required

SKILLS & EXPERIENCE REQUIRED

Whilst some HR experience would be beneficial, being a highly organised person and a strong administrator is even more important. Experience of working within an office advantage would be a distinct advantage.

- Friendly and professional written and verbal communication skills
- Highly organised individual
- Capable of following processes as well as taking an active role in creating new processes and improving existing systems and processes
- A high level of focus on administrative tasks with excellent attention to detail and pride taken in work carried out
- Discretion and clear understanding of the need for confidentiality
- Confident user of Microsoft Office 365 programmes
- Efficient, methodical and comfortable working independently
- This is a busy and fast paced environment, and Charles Hope is growing rapidly. The successful candidate will be adaptable and flexible in their approach
- Positive, can-do attitude and a drive to contribute to the wider team

About Charles Hope

At Charles Hope Apartments, we pride ourselves on providing exceptional accommodation solutions to corporate and leisure travellers.

Located in prime locations throughout the UK and now expanding in Europe our apartments are meticulously designed and furnished to offer a luxurious and welcoming atmosphere. We understand that the comfort and convenience of our guests are of utmost importance, which is why we go above and beyond to ensure that every aspect of your stay exceeds your expectations.

We take great pride in our commitment to sustainability and environmentally friendly practices. We strive to minimise our ecological footprint by implementing energy-saving measures, recycling initiatives, and using eco-friendly products wherever possible.

When you choose to work at Charles Hope Apartments, you become part of a community of like-minded individuals who foster a dynamic and collaborative work environment that encourages the exchange of innovative ideas. As we embark on our aggressive growth plan, we seek candidates eager to join us on this exciting journey.

By joining our team, you will have the unique opportunity to be at the forefront of our expansion and play a crucial role in driving our success.

Apply by sending your CV to Carys Hughes carys@charleshope.co.uk