1. Purpose and Primary Objective of the Role
   As HR Assistant your primary role is to provide high quality and comprehensive administrative support to the FIE team. Working with the HR Manager and FIE Leadership you will be responsible for providing HR administrative services covering the full range of employee activities in accordance with internal policies and procedures and external legislation.

2. Administrative Duties and Responsibilities

   Data Management
   • Maintain accurate records of staff data, including starters, leavers, work rules, holidays, absences and contracts
   • Assist in compiling HR reports or audits as required
   • Liaison with CFO to ensure timely and accurate set up of new employees, terminations, or other aspects that could impact payroll

   Employee Engagement
   • Responding to day-to-day enquiries and management of the HR general enquiry mailbox across all FIE sites
   • Development and implementation of HR diary
   • Support of annual review processes, including policy and employee materials, probation review timelines, the annual appraisal cycle and others as required
   • Support the effective delivery of staff training sessions on an individual, team and organisational level
   • Supporting disciplinary and performance management processes and serving as note taker in official HR and committee meetings

   HR Policy and Procedure Administration
   • Support the effective implementation and communication of company policies and procedures to colleagues ensuring understanding and compliance
   • Assisting with updating and reviewing policies and procedures
   • Ensure compliance with GDPR regulations by managing the retention of all HR data
   • Undertake research into HR best practice and employment law in other FIE host countries as required to support staff needs

   Recruitment and Selection
   • Support the recruitment and selection process for new staff, including advertisement drafting and placement, management of applications and enquiries, interview scheduling and follow up, pre-employment screening, and all associated onboarding processes
   • Checking Right to Work documents in line with current legislation and supporting the ongoing compliance with immigration legislation as it relates to recruitment, selection and employment
• Support the sourcing of sessional faculty, including advertisement drafting and placement, management of expressions of interest and enquiries, meeting scheduling and follow up, and all associated contractor engagement processes
• Support the offboarding of staff liaising with appropriate departments, overseeing inventory and returns, and scheduling exit meetings

Any other duties as assigned.

3. The main skills and qualifications required for this position:
   • A HR background with ideally 2 to 3 years experience
   • Preferably studying CIPD or already qualified
   • Excellent organisational and administration skills with a high attention to detail
   • Excellent communication skills; able to engage effectively different groups of stakeholders
   • Able to maintain a high level of confidentiality and independence, whilst providing a customer focused service to colleagues
   • To understand how equality and diversity applies to the responsibilities of the role and to actively promote equality and diversity in all aspects of the role
   • Knowledge of GDPR regulations and their application in HR practices
   • Ability to work collaboratively as part of a team
   • Strong attention to detail and ability to handle sensitive data confidentially
   • Good MS Office skills, including MS Word and MS Excel
   • A strong command of written and spoken English and a high-quality telephone manner
   • Ability to work independently and to deadlines in a fast-paced environment
   • Excellent research, writing, IT, verbal communication and organisational skills