

THE : FUTURE : LABORATORY JOB DESCRIPTION

Job Title:

People Assistant

Department:

Operations

Reporting structure:

Role reports to: People director

Team members: Front of house team; finance team & IT

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

Key responsibilities:

- : Onboard new joiners, obtaining proof of right to work & employment references, organising introductions, IT & payroll setup & coordinating new starter breakfast
- : Own the annual graduate scheme including recruitment, onboarding, coordination of the programme and ongoing check-ins throughout the year
- : Manage probation process, notifying line managers of when the probation review period is due, and schedule probation check-ins
- : Process leavers with IT & payroll and schedule & conduct exit interviews for leavers
- : Set up personnel files & keep HRIS up to date with all employee information
- : Champion our Diversity & Inclusion strategy and practices ensuring all our administrative processes are compliant
- : Administer monthly payroll with our payroll providers, ensuring all employee changes are captured for people director to check
- : Administer employee change letters (e.g. salary increases & promotions)
- : Update benefit providers (dental) with joiners & leaver information
- : Manage ad-hoc people requests and queries that come through to the people email
- : Be an active participator in The Future Laboratory's people & culture initiatives

Essential skills and experience:

- : Experience working in HR administration
- : Ability to manage sensitive information with absolute discretion
- : Interest and aptitude for culture, talent-acquisition and administration
- : Excellent organisational skills and attention to detail
- : Compassionate and kind, always applying objectivity & discretion to any situation
- : Resourceful, with a natural ability to problem-solve