

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job Title:

People Assistant (part-time)

Department:

Operations

Reporting structure:

Role reports to: People director

Team members: Executive assistants, office manager, receptionist, caretaker, finance and 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, employing more than 80 people, 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.

Summary of department:

The people team is made up of the people director and the people assistant. This two-man-team are at the heart of the company's operation and culture, providing HR services across the business to help bring in the very best talent, as well as nurture our existing team in their developmental endeavours. The people team are here to be a strategic partner to the business; an advocate for our people and a champion of positive change.

Key responsibilities:

Recruitment:

- : Monitor the people inbox
- : Own the applicant tracking system (ATS), ensuring every candidate is logged
- : Liaise with candidates, recruiters and hiring managers to schedule interviews
- : Collect and collate interview feedback in the ATS and share with candidates and recruiters

Onboarding:

- : Issue offer packs to new starters
- : Obtain proof of right to work and employment references before people start
- : Contact new starters prior to their start date to check-in and ensure they have an interesting fact to introduce themselves with at the Monday morning meeting
- : Co-ordinate the new starter breakfast and inductions with our founders
- : Ensure the new starter's line manager has set up a series of introductions for them
- : Manage the probation process, notifying line managers of when the probation review period is due, and schedule probation check-ins

THE : FUTURE : LABORATORY

JOB DESCRIPTION

- : Set up personnel files, ensuring all the relevant documents are uploaded to the HRIS

General admin:

- : Keep personnel files up to date and arrange regular archiving of leaver files
- : Keep HRIS up to date with all employee changes
- : Collect annual appraisal documents and upload to the HRIS
- : Send new starter's birthdays to the front of house team
- : Administer monthly payroll, ensuring all employee changes are captured for people director to check
- : Distribute P45's to leavers by email
- : Schedule exit interviews for leavers
- : Administer employee change letters (e.g. salary increases & promotions)

Essential skills and experience:

- : Experience working in an administrative role
- : Ability to manage sensitive information with absolute discretion
- : An interest in HR, talent-acquisition and administration
- : Excellent organisational skills and attention to detail
- : Helpful and kind to others, and a positive disposition
- : Resourceful and a natural aptitude to problem-solve
- : Compassionate and caring, while also assertive and confident