

Investment company based in Central London is looking for a **French speaking HR and Team Support Coordinator**. This role will involve handling administrative tasks related to HR, payroll, recruitment, and global mobility, including income tax matters, alongside offering general assistance to the team. The HR and Team Support Coordinator will possess strong multitasking skills and a proactive attitude, ensuring smooth operations and effective support for our team. There is one day WFH once you've passed the probation period.

ROLE of the HR and Team Support Coordinator:

HR Administration:

- Assisting in the maintenance of HR records and databases, ensuring accuracy and confidentiality.
- Coordinating employee onboarding and offboarding processes, including preparing paperwork, conducting orientationsessions, and processing documentation.
- Handling administrative tasks related to employee relations, performance management, and compliance.
- Responding to employee inquiries and request regarding HR policies, procedures, and benefits.

Payroll and Benefits Administration:

- Assisting with payroll processing, including data entry, calculation of salaries, and deductions.
- Collaborating with finance department to reconcile payroll accounts and resolving discrepancies.
- Supporting benefits administration, including enrolment, changes and inquiries from employees.

Recruitment Support:

- Assisting with recruitment activities, including job postings, candidate screening, and scheduling interviews.
- Coordinating logistics for recruitment events, such as career fairs and interviews.
- Maintain recruitment records and assist with the preparation of job offer letters and employment contracts.

Global Mobility Assistance:

- Supporting employees relocating internationally by assisting with visa applications, work permits, and documentation.
- Coordinating with external advisors to ensure compliance with immigration and tax regulations.
- Providing administrative support for tax-related matters, including income tax filings and reporting.

Team Support:

- Facilitating communication and collaboration within the team and across other companies within the Group.
- Scheduling and organising team meetings, compiling meeting agendas, and taking meeting minutes as required.
- Assisting in coordinating team events, training sessions, and other activities to promote team cohesion and productivity.

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Registered office: Heathmans House, 19 Heathmans Road, LONDON SW6 4TJ. Registered in England and Wales No. 6956655



- Assisting in organizing the mission bookings of the team.

PROFILE:

- Fluent in French and in English with strong communication skills in both languages.
- Previous experience in administrative roles, preferably within an HR department or related field. Strong organizational skills and attention to detail, with the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and HR software systems.
- Excellent communication and interpersonal skills, with the ability to interact professionally with employees at all levels.
- Knowledge of HR policies, procedures, and employment laws (England, France in particular).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proactive approach to problem-solving and willingness to take initiative.

SALARY & BENEFITS:

- Between £38k to £45k according to skills and experience
- 25 days holidays
- Generous pension scheme
- Life insurance, medical insurance (incl. dental)
- And a lot more...