

Innovative and fast-growing investment company based in Central London is looking for a **French speaking HR Assistant** to support their HR team across France and UK mainly. Further geographical development may involve topics in further areas: Africa, Latin America. You will contribute to a wide range of HR activities, including employee administration, recruitment coordination, compliance follow-up, and support in the implementation of their new HRIS. The HR Assistant will work closely with the HR Manager and collaborate with multiple teams (Finance, IT, Operations). This role is ideal for a junior HR professional, who wants to develop strong operational HR skills in a fast-growing and international environment.

#### **ROLE of the HR Assistant:**

##### ***Employee Administration***

- Maintaining and updating employee files and HR databases.
- Ensuring accuracy of administrative intrants (contracts, amendments, job titles, personal details).
- Maintaining administrative trackers: passport and visa validity, migration and medical checks renewal.
- Tracking employee plannings and ensure accurate reporting in HR systems.

##### ***Payroll***

- Assisting with the collection of payroll inputs and monthly payroll documentation respecting the monthly timeline
- Proceeding to social charges payments (France) and pension plan follow-up.
- Managing the full range of employee benefits for teams in France and in the UK.

##### ***Recruitment Support***

- Publishing job ads and conduct initial CV screening.
- Supporting onboarding logistics for new hires: documentation, IT request, induction steps,

##### ***HRIS / SIRH Implementation***

- Assisting with data preparation, data cleaning, and updates for the new HR system.
- Participating in testing phases and report issues.
- Helping prepare user guides and internal communication for the rollout.
- Supporting employees and managers during the transition to the new tool.

##### ***HR Processes***

- Supporting annual appraisal campaigns and training coordination.
- Supporting in implementation in HR projects.
- Preparing HR reports, trackers, and dashboards.
- Organising HR meetings and follow up on action items.

#### **PROFILE:**

- Fluent in French and in English with strong communication skills
- 2 years' experience in Human Resources, including ideally personnel administration, recruitment, payroll, and HRIS, this includes internships
- Strong organisational and administrative skills.

- High attention to detail and ability to manage multiple tasks.
- Comfortable with Excel and digital tools.
- Curious, proactive, and eager to learn.
- Interest in HR operations and HRIS systems.
- Mindful of confidentiality.
- Team oriented.

**SALARY AND BENEFITS**

- Between £28k and £32k according to skills and experience + bonuses
- 1 day WFH
- Pension and life insurance