

## HR Manager

[This example job spec/advert was compiled using the key Bookkeeper responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

**Schedule (part-time/full-time with flex etc)**

**Salary**

**(Length of contract if necessary)**

**Location city**

We are searching for an experienced HR Manager for a [type and rough size of your business] based in London, to be responsible for all London based HR activities including policies, recruitment and general advisory.

You will be leading the HR function in a fast paced environment able to manage both the legal and people side.

### **Responsibilities:**

- Lead on HR function across all areas including recruitment and selection, L&D, employee benefits, absence management, retention strategy and employee relations.
- Support staff with all HR enquiries, issues and administration
- Monthly Payroll
- Health and Safety Lead

- Policy review and development
- Conduct annual salary review
- Ad-hoc project work

### **Background and Skills**

- Proven HR Managerial experience across entire function
- Excellent people skills, adaptable and flexible in manner and approach
- Excellent planning, problem solving and organisational skills
- Excellent verbal and written communication