

Bird & Bird

A world of *possible*.

HR Assistant (12 Month FTC)

Human Resources - London

The opportunity

We have an exciting opportunity for an HR Assistant to join our team.

This role involves working closely with the generalist HR team to provide client groups with a high quality, responsive and proactive HR service. Exceptional organisational skills, together with a focus on service delivery and an ability to communicate and build relationships at all levels is key.

The firm

Bird & Bird opens up a world of possible for lawyers and professionals everywhere. Working for a leading international law firm like Bird & Bird means working alongside people who are truly collegiate in the way they work with everyone. We work as one global team, with over 70% of work involving people from across the firm. And that's only increasing! It's this common purpose and shared approach that makes for a more productive and collaborative place to work. Your firm. Your future.

The team

Bird & Bird's Human Resource (HR) team's mission is to empower and support all employees to achieve their potential at the firm. We do this by encouraging and building strong relationships across all departments to cultivate a friendly, collaborative environment.

In London, the team comprises of HR professionals across all areas from graduate and lateral recruitment, learning & development to teams specialising in generalist HR, our HR system, partner HR, corporate social responsibility and diversity; all working alongside our international colleagues in supporting our 32 offices. From your first to your last day at the firm, we will act as your supportive advisors to ensure that you can perform to the best of your ability in your role. Collaborative and committed to creating a valuable service to the firm, we are focused on providing the best service to all Bird & Bird employees and partners.

Our promise

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.





What you'll do

The successful candidate will have overall responsibility for ensuring all aspects of employee administration are completed accurately and efficiently. Strict confidentiality and discretion are key to this role.

Joiners and Recruitment

- Coordination of all pre-employment checks, including pre-employment medicals, referencing and background verification, working alongside our Screening provider.
- Chasing outstanding paperwork.
- Weekly new joiner inductions – preparation of schedules, liaising with hiring managers and presenters for the inductions and presenting to new joiners. Being the first point of contact for all new joiners.
- Taking photographs for new joiners and uploading to the Intranet.
- Scheduling 'new joiner catch ups' with new joiners to the firm.
- Provide support to the recruitment team where necessary.

Employee Administration

- Coordination of mid and end of probation reviews.
- Assisting with the administrator of the annual performance review and salary process.
- Drafting change of terms letters.
- Drafting of paperwork relating to family leave.
- Assisting with occupational Health Referrals and booking follow up appointments.
- Support for the reward and benefits team as required.

Database Maintenance

- Extensive use of the HR database (People Portal), working closely with the HRIS team to update records where necessary.
- Creation and running of reports from the HR database to provide useful and timely analytics to the team and the wider business.
- Working with the HR Information Systems team, providing a link between the business and the system we use.

Leavers

- End to end administration for all leavers including ensuring all departures are acknowledged, relevant procedures are followed, and any necessary paperwork is in place.
- Arranging and exit discussions and distributing any relevant paperwork.
- Producing regular reports and analysis of leaver data.

Recruitment

- Assisting the recruitment team when required, with administration of the recruitment process ensuring excellent service delivery.
- Assist the Graduate Recruitment team with administration for Assessment Days and act as an ambassador of the firm.





General

- Production of confidential documents and sensitive information for senior members of the HR team, managers and partners. Ensure all details are proof-read before circulation.
- Maintain the HR Admin inbox.
- Respond to general HR queries and direct to the relevant HR team if unable to assist directly.
- Note taking for disciplinary and grievance meetings.
- Maintain electronic staff files.
- Diary management for the HR team.
- Open, screen and distribute incoming mail for the HR team.
- Scanning and photocopying as required.
- Project work within the scope of the post-holder's abilities.
- Set up and maintain files in an efficient manner, ensuring that they are appropriately named, categorised, up to date, in chronological order and tidy.

About you

Knowledge & Skills

- Previous administrative experience within a professional services environment would be desirable.
- Experience of undertaking a variety of administrative tasks.
- Professional and confident drafting skills.
- Extensive knowledge of Outlook, Word 2010, Excel and PowerPoint.
- Experience of a document management system/HR Database desirable.

Delivery of Excellence

- An ability to ensure all tasks and sensitive information are handled confidentially.
- Commercially aware, robust and with a professional outlook.
- First-rate attention to detail.
- Good use of own initiative.
- Determination, discretion and tact as well as a strong sense of personal pride and responsibility for delivering a first class service.

Resource & Project Management

- Excellent organisational skills.
- Ability to work under pressure, to tight deadlines and effectively manage conflicting priorities.
- Proactive and positive approach to problem solving.

Clients

- A client-focused approach to their work, including internal and external clients.
- Ability to liaise effectively with external suppliers (particularly recruitment agencies and head-hunters).

People

- Evidence of being a good team player.
- Excellent communication skills with the ability to deal with people at all levels, including taking calls on behalf of the management team.





- Flexible approach to problem solving and determined to succeed.

The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.

Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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