

Recruiter / HR Administrator

Sustainable Office Furniture Company

We are a rapidly growing sustainable office furniture company creating beautiful offices at 80% less environmental impact and half the cost of furniture made from virgin resources.

We are looking for a Recruiter / HR Administrator, who will be providing hands-on recruitment and HR support across the business.

About the Company:

Rype Office is a leader in the Circular Economy and is rapidly disrupting the office furniture and fitout markets. Our ambition is to become a global furniture and office design company, creating a positive impact on the world.

The company has grown throughout COVID and we plan to continue our rapid growth locally and into Europe.

For more information about Rype Office please visit www.rypeoffice.com

Position:

This will be predominantly a recruitment role, but there will be opportunity to further develop your HR skills within this growing dynamic business.

Specific responsibilities include:

- Carry out the recruitment activity across all departments of the business, including advertising vacancies, candidate shortlisting, interviewing, arranging interviews with hiring managers, assessments, reference and background checking (incl. DBS and right to work), employment offers, staff onboarding, inductions and assigning buddies
- Take full ownership of how the recruitment is delivered and improve the service for better candidate experience, such as identifying where to post adverts to attract the best candidates economically and efficiently (such as job boards and social media), refreshing job ads, responding to candidates in a timely manner and closing filled vacancies
- Work with managers to identify current and future recruitment needs, drawing up job descriptions, recommend the best channels to attract talent, provide salary guidance and keep them up-to-date on recruitment activity
- Writing and issuing employment contracts using our standard templates
- Managing employee documentation and records, including employment contracts, inductions, payroll setup and general administration and data maintenance of records

The ideal candidate will also be interested in developing their HR skills and have a keen interest in human resources activities such as:

- Conducting salary surveys and recommending pay structures across the business
- Responding to general HR queries (you will have support)
- Creating HR policies and procedures as needed

- Providing management guidance on employment law
- Developing staff training programmes with content created by business unit Managers
- Collecting timesheets and updating employee records in readiness for payroll
- Maintaining and updating employee records

This role will suit someone who likes variety, has a genuine interest in sustainability and wants to further develop their HR skills.

Essential criteria:

- Must have the experience and confidence to be accountable for their decisions and recommendations
- Ideally have a blend of agency and in-house recruitment experience working in a fast-moving commercial environment supporting stakeholders across departments
- Must have an understanding of the recruitment advertising sector and an awareness of salary benchmarking
- Excellent organisational and time management skills are essential to this role
- Excellent interpersonal skills with the ability to engage with candidates and build strong working relationships across the business
- Strong administration skills and good attention to detail
- Proficiency in MS Office suite
- Excellent verbal and written communication skills
- Right to work in the UK
- Must have a genuine interest in sustainability

Desirable criteria

- An interest in and understanding of UK employment law
- Experience working in European countries and can speak Dutch, French and/or German

Location:

You will be based at Rype Office's premises in West London with the ability to work from home several days per week.

Package:

Your salary will be competitive and dependent on experience

To Apply:

Send your application, comprising a CV and a cover letter highlighting your commercial experience addressing the responsibilities outlined in this job description, to our recruiter Angie, angie@sylobeyondhr.com.