

About Ideal

Ideal is an inspiring place to work where we help customers transform their business. For our team members, we offer excitement, a sense of purpose and the opportunity to develop. We continually invest in our employees' development and training to keep our skills fresh and enable our employees to further their careers whether this be technical qualifications, soft skills training, or something personal to them.

Ideal designs, deploys and manages the Smart Network Technology that underpins the Smart Building Environment and provides solutions for the Enterprise customer space. We are an independent company, offering a refreshingly different experience to much larger technology solutions providers.

We empower our people and enable them to work in an environment that is best suited to them. We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.

The Job

We are seeking a highly organised and detail orientated HR & Business Support Associate to support the Head of People in making Ideal an excellent place to work. This position offers a unique opportunity to engage with various aspects of our business, requiring a versatile individual who can adeptly multitask across different areas.

The primary focus of this role will be supporting the Head of People & Culture by assisting with a range of HR duties including recruitment, employee relations, training and general admin as well as being involved in some really exciting project work. In addition, the role will be central to ensuring the smooth running of day-to-day operations and helping to plan office events, and requires great communication skills, strong organisational abilities, and a keen eye for detail.

This is a part-time opportunity with the successful candidate preferably working 22 hours per week, split over 5 days, Monday – Friday. Working hours are open to discussion as suitable – if it's good for you and suits the role, that works for us!

Principal Responsibilities

HR Assistance

- Proactively working with the People team to complete HR administration tasks
- Support the Head of People & Culture to provide a high-quality recruitment experience including preparing job description content, advertisements internally and externally, liaising with agencies, booking rooms etc for interviews and obtaining references
- Handle queries from employees, potential recruits and external suppliers in relation to the HR processes
- Support and assist with key projects and initiatives

Office Management

- Organising events including staff breakfasts/lunches and events outside of the office
- Liaising with colleagues of all levels and keep a finger on the pulse of the business
- Office management responsibilities including visitor admin, overseeing a clean & tidy office and keeping things fresh and new!

Requirements

- The ability to work accurately, with attention to detail
- Proven experience in HR administration and maintaining an accurate HRIS
- Able to communicate effectively with colleagues at all levels both verbally and in writing
- Ability to manage own workload and prioritise key deliverables
- Experience of building relationships and working effectively as a team member
- Good numerical and analytical skills
- Experienced at dealing with multiple demands and delivering results with agreed timeframes
- Experience of working with sensitive and confidential data and applies discretion

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