



HR & Office Assistant Part-time, Permanent

Based: South Warwickshire

SPACE-2 is an award-winning creative property consultancy that specialises in sourcing, promoting and managing locations for a wide range of clients primarily in the film, TV and event production sectors. We focus on short-term property and creative environments and work with a wide range of property partners to deliver spaces for an ever-growing portfolio of clients.

When it comes to employing people we look for talented, proactive individuals, focusing on people's motivations and skills, to develop our team and create a more capable, sustainable and innovative business. We are looking for a part-time HR and Office Assistant to work with our People and Development Manager to carry out the following:

PA Cover

- Provide cover on a Monday to the CEO's PA
- Answer e-mails
- Additional Tasks as advised

HR

- Assist in the recruitment process (collate CVs, respond to candidates, arrange interviews)
- Arrange performance review meetings for all staff
- Arrange probation meetings
- Issue contracts and ensure all paperwork is received and actioned
- Arrange new starters inductions
- Arrange new starter 6 week meetings
- Issue letters for change of terms and promotions
- Organise long service awards for employees
- Ensure Breathe (HR database) is up-to-date
- Provide payroll with changes on a monthly basis
- Add documentation to Breathe including pay slips each month
- Ensure toil and holidays are approved on Breathe
- Support with HR Monthly report
- Support with HR project work
- Book and log training courses and CPD

Office Administration

- Send out birthday cards to staff
- Complete a monthly company newsletter
- Complete ID badges for sites

This role is 20 hours per week, we are flexible on how these are worked. The salary range is between £18,000 - £22,000 per annum pro rata depending on experience.

If you feel you have the right skills, experience and attributes to make a real difference to SPACE-2, please send your CV and covering letter explaining why you think SPACE-2 would be your ideal company to work for to recruitment@space-2.com.

For more details about our business please check out space2experience.com space2experience.com or and twitter [@wearespace2](https://twitter.com/wearespace2)

To apply for any position within SPACE-2 Limited you must be eligible to work in the UK. Please note that if you are offered a position or invited to attend an interview, you will be required to show evidence of your eligibility to work in the UK. Please ensure you are able to provide the documentation; a guidance sheet can be provided on request.

If you do not have the required documents as evidence of your eligibility to work, we advise you either not apply for this post or that a job offer may be retracted if we were unclear of your status prior to its offering, as we will not be legally able to employ you.