Our innovative and growing company is hiring for a people. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for people

- Provide administrative support within the People Function across a variety of administrative activities to ensure all stakeholders receive a professional and consistent service
- Ensuring compliance self and others with relevant processes in use to maintain and update People Function systems and data in the support of People Function activities
- Support aspects of People Function projects and initiatives which may include leading work packages, testing systems , inputting to the project based on own knowledge and expertise
- Identify issues or areas for improvement within existing processes and highlight to appropriate stakeholders, following through any changes to processes and transactions to agreed standards and timescales
- Promote compliant behaviours in others when maintaining and updating People Function systems and data in the support of People Function activities
- Build and maintain relationships with key internal customers and external third parties
- Ensure best use of resource and skill development by working flexibly across the range of administrative tasks performed in the function
- Require to have excellent attention to detail/accuracy when dealing with data
- Dealing securely with personal and highly sensitive data
- Balancing workload in the context of service delivery standards

- 5+ years of data analysis, analytics in HR, Marketing or Sales in the technology industry
- SQL or Python (or equivalent) analysis of data sets based upon hypothesis
- Basic knowledge in HR or Recruiting processes
- Autonomously lead the design, implementation, and iteration of new people programs assess and improve current people programs
- Bachelor's Degree, or equivalent experience, with a focus in business, human resources, or related majors
- 3-5 years of experience, academic or professional as an HR Executive / Co-ordinator