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## HR Manager Job Description

<b>Job Title:</b>	HR Manager
<b>Reports to:</b>	Country Manager
<b>Location:</b>	London
<b>Job Status:</b>	Permanent, Full Time
<b>Starting Salary:</b>	£45,000 depending on skill set, qualifications and prior experience
<b>Qualifications:</b>	Master's degree in human resources, Management, or equivalent qualification
<b>Career Level:</b>	At least 5 years' experience in a Human Resources department

### Job Specification:

The HR Manager provides full life-cycle human resource and talent development support for the organisation, acting as a business partner to the MBE UK team by analyzing, recommending, developing and implementing people programs, in alignment with Group guidelines and long-term strategy, while taking care of day-to-day HR operational activities.

### Main tasks and responsibilities:

- Supporting all HR-related topics and key processes, from workforce budget to recruiting, performance management, development & learning, welfare & compensation.
- Enhancing and implementing the recruiting strategy to attract and hire best in class candidates for positions in UK across multiple functions including (but not limited to) sales & operations, finance & accounting, marketing and technology.
- Contributing to develop and execute Organisational & People Growth initiatives and projects (e.g. Employee Satisfaction survey, talent development, succession plans, implementation of HR Global Guidelines & Policies, training initiatives, etc.).
- Accountable for operational HR activities such as the administrative parts of hiring processes (drafting contracts, mandatory communications, pension funds, etc.), maintaining personnel files and processing monthly payroll.
- Acting as a point of reference on HR-related issues for all MBE UK colleagues.

Mail Boxes Etc. (UK) Limited | 15 Cromwell Park, Chipping Norton, Oxfordshire | OX7 5SR

T. 01608 649230 | E. [info@mbe.uk](mailto:info@mbe.uk) | W. [www.mbe.co.uk](http://www.mbe.co.uk)

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- Monitor and identify learning needs.
- Design and implement learning methodologies and courses through different channels (e.g. class, online, field meetings).
- Create and execute learning strategies and programs; measure and track learning and training performances.
- Provide and coordinate training such as:
  - New Franchisee Training
  - Products and Services Training
  - Competence Training
  - Network Engagement Training (e.g. Conference)
- Monitor the success of development plans and support key stakeholders to make the most of learning opportunities.
- Track budgets and negotiate contracts with vendors and consultants (where required).

### Requirements:

- A minimum of 5 years of relevant professional experience in HR management and operations.
- Robust knowledge of local employment law requirements.
- University-level degree with record of strong academic performance.
- People-driven attitude and team orientation with ability to nurture team spirit.
- Exceptional project management skills: able to work independently on multiple assignments while maintaining high-quality and timely results.
- Strong ability to analyse data and problem solving, eye for detail.
- Excellent organisational skills, with a talent to manage tight deadlines and switching priorities.
- Inclination to be inquisitive, explore and learn.
- Excellent written and spoken English skills.
- Advanced user of MS Office Products (Excel + PowerPoint) and Google suite.

Whilst the role may allow for a proportion of home-based working, the position is office-based. Therefore, you must be able to commute daily, or as required, to our offices in London.

Please email a copy of your CV and reason for applying to: [apply@mbe.uk](mailto:apply@mbe.uk)

*The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business*

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