



Role	HR Graduate Trainee
Location	Egham
Salary	Competitive salary

Background

The Company:

Isosceles provides bespoke, strategic and operational HR, Payroll, Accountancy and Finance expertise to UK and international companies. We work with our clients as part of their team and deliver tailored solutions that meet their needs. Often, we *are* their Finance, HR and/or Payroll Department.

Role Purpose and Key Responsibilities

Exactly what you'll do on a day to day basis will be influenced by your clients, but early on could include:

- New hire to leaver process administration – preparing contracts.
- HR and payroll database entry and management.
- Dealing directly with clients to resolve queries – theirs and ours.
- Providing HR policy advice to clients and their employees.
- Updating people procedures, policies and handbooks eg to reflect changes in legislation and case law.
- Producing, analysing and advising on Management Information.
- Project work, eg pay benchmarking, sourcing HR systems, benefits, training providers.
- Benefits administration.
- Supporting employee relations investigations – performance, discipline, grievance.
- Website / social media redesign and content management.
- Supporting recruitment activity, including graduate assessment.

About you:

You'll be at the early stage of your post graduate career, having graduated with at least a 2:1 in a relevant subject. You'll have a year or more's HR experience – either as an intern or after you graduated. You'll be confident in your plans to qualify with CIPD and may already have started.

You'll be a primary point of contact for your clients, representing the Isosceles brand in everything you do. You'll need to be:

- Inquisitive. Quick to learn.
- Excellent at written and spoken English.
- Highly accurate. First time.
- Brilliant at building and maintaining relationships at all levels.

Isosceles

- Resilient, flexible, able to balance competing demands on your time from multiple clients.
- Proactive, polished, professional, positive.
- Confident in your knowledge of, or willing to really learn UK employment law.
- Experienced in Microsoft Office, including Excel, with exposure to HR and/or Payroll software.
- A qualified driver, with access to a vehicle so that you can travel to client sites.

About our Values - i.e. what's important to us, and how we like to do business. You can find out more on our website.



Teamwork – we are all in this together

Success – how can I play my part in making our business grow?

Continuous improvement - getting better every day as an individual and as a team

Fun - having fun and celebrating small successes on our journey to achieve greater things.

Balance - maintaining a healthy life and work balance.

Commitment – to provide an excellent service