

Job description

HR – Assistant

The role

We have a fantastic new opportunity for an experienced HR Assistant.

The successful candidate will have worked in a HR team previously and will assist the Head of HR in transactional people processes. Ideally a graduate.

The team

Our HR team sits within the wider Practice Management team and works closely with all other support functions in the firm, Risk, IT, Accounts, Business Development and Marketing.

Key responsibilities

- First line HR advice
- Assisting the recruitment process and onboarding checks
- Scheduling meetings and interviews
- Induction and probationary responsibilities
- Updating the HRIS and maintaining personal data
- Payroll and HR administration duties
- Updating HR policy as well as assisting in the implementation of people policies
- Maintaining the systems and disseminating MI
- Adding value to the firm ensuring people processes run smoothly
- Benefits administration
- Project management
- Internal coaching and training on HR matters
- Support with absence and parental leave

Key skills

Competence will be expected in the following areas:

- Emotional intelligence and empathy
- Integrity
- Confidentiality
- Commerciality
- Solid problem-solving and organisational skills
- Excellent written and verbal communication skills
- Interpersonal and conflict-management skills with an understanding of employee relations
- Pragmatic approach to partnering with the firm and ensuring high employee morale and retention
- Flexibility and commitment

NB: This job description is not to be regarded as exhaustive. There may be other duties and requirements associated with the position and, in addition, as a term of employment, staff may be required to undertake other duties as may reasonably be required of them. They may also, from time to time, be required to use their cars on firm's business.

Salary to be discussed at interview.

About us – Blaser Mills Law

We have grown substantially over the last five years, now employing over 140 staff, with a turnover of circa 12 million. We are a full service firm, with half of the turnover coming from the commercial side of our business.

We have created a modern, forward thinking, and responsible business, based on our Core Values. For more information, please see: [Our Core Values - Blaser Mills Law](#)

With an excellent remuneration package, benefits, holiday entitlement and working environment, this is an excellent opportunity not to be missed. It is possible that the role can be carried out flexibly, and we are very open to discussion.

Diversity, Inclusion, Social Mobility and Well-Being

It is part of our DNA to attract the best people and create an outstanding working environment that people want to be a part of, and remain with, throughout their careers.

We are proud of the diversity within Blaser Mills Law, which has allowed us to create a firm full of brilliant, unique minds. Further information can be found at [Inclusion - Blaser Mills Law](#)

We are pleased to be a Disability Confident Committed employer (Level 1).

As a supportive and inclusive workplace, we encourage applications from all candidates with the right experience and qualifications. We are, of course, happy to discuss any reasonable adjustments that may be required. Please email HR@blasermills.co.uk or inform the partner when shortlisted for interview.

How to apply

If Blaser Mills Law sounds like the right fit for you, then please send your CV and a short cover letter to HR@blasermills.co.uk or for a confidential conversation, please call [0203 814 2020](tel:02038142020), asking for Clare O'Connor Ashworth.

Data will be kept in line with our data protection and [privacy notice](#).