

Job Title:

HR Administrator

Who we are and what we offer you

Pinnacle is a trusted guide and expert partner of the world's leading law firms. We help our clients get the most from their critical business applications and the data these applications hold. We also have long-standing partnerships with Thomson Reuters Elite, Intapp and iManage. We work alongside them to develop products and implement systems that give our clients the maximum value, opportunity, and advantage. Our sole focus is on the legal sector and the specific technologies that law firms depend on. We also provide Managed Services that enable our clients to continue to maximise the value in their business systems and data.

As a leading global consultancy, we deliver projects and services to the top 100 law firms both in the UK and internationally. We have operations in the UK, US, and Europe. We are experiencing rapid growth so are looking for new talent in several areas of our business.

Your role

The role will be to provide administrative and organisational assistance to the Pinnacle HR function. Act as the first point of call for employees and external partners for all HR related queries.

Your key responsibilities will include:

- ▲ Onboarding of all new joiners, administer HR – related documentation, such as employment contracts and setting up Experian background checks.
- ▲ Manage the leaver process.
- ▲ Maintaining all employee records.
- ▲ Ensure the relevant HR database is up to date, accurate and complies with legislation.
- ▲ Assist with the recruitment process.
- ▲ Assist with the online mandatory training for all staff.
- ▲ Monitor the HR inbox.
- ▲ Any adhoc HR related duties

Skills and experience we are looking for:

- ▲ Experience of working within a HR department or have a background in office administration
- ▲ Strong administration skills
- ▲ A high level of confidentiality
- ▲ The ability to work accurately, with attention to detail
- ▲ Proven ability to work to deadlines
- ▲ Has worked with Microsoft Office
- ▲ Excellent interpersonal and customer facing skills
- ▲ Excellent communication skills, both verbal and written

Additional information

The role will be based from our Sevenoaks offices with an expectation of travel to the London office when required.

The next steps

Please email your CV to helen.mcconnon@pinnacle-oa.com with a note of introduction that will persuade us to invite you in for a chat.

We look forward to hearing from you.