



UK REAL ESTATE

YOUR PARTNER, DELIVERING REMARKABLE REAL ESTATE PERFORMANCE



APAM

HR COORDINATOR

COMPANY: Catella APAM ("APAM")

LOCATION: London

REPORTS TO: HR Manager

TYPE OF VACANCY: Permanent

TIME/PART TIME: Full Time

BUILD A CAREER WITH APAM – CONNECT, GROW AND CREATE VALUE

ABOUT US

APAM delivers tailored solutions that drive remarkable real estate outcomes for our partners. Our fully integrated team of over 60, based in London, Manchester and Ireland, provide services for every stage of the real estate cycle, across a diverse range of sectors.

Over the last decade, we have delivered successful real estate solutions for £4B worth of real estate across the UK and Ireland, working with global institutional and private investors, private equity groups, local authorities and stakeholders, as well as lending banks, special servicers and other debt providers.

ABOUT YOU

You're energetic and collaborative, someone who does not accept things as they are 'supposed to be', or 'have been' done. APAM is an original. We are market leaders and not followers.

You have a passion for people management and understand the vital role that Human Resources plays in both organisational performance and people's careers.

You display the emotional intelligence and empathy required to work within an entrepreneurial business. You will have the ability to multi-task and adapt to a fast-paced environment.

You should display strong problem solving and decision-making skills with an understanding of employee relationships, staff management and payroll.

WHY APAM?

- Dynamic, challenging and interesting work
- Personal development and training opportunities
- Friendly, professional, and collaborative work environment
- Part of the Catella Group – network extends across Europe and Hong Kong
- WorkWell programme (wellbeing, charitable and engagement initiatives)
- Reward and Recognition Programme
- Fosters diversity and inclusion
- ESG framework and Responsible Investment process

ABOUT THE ROLE

Based in London, you will play an integral role in our Operations Management team. Working closely with the HR Manager you will be given exposure to a variety of activities to support building your career as an HR professional. Managing people can be complicated at times, so you'll be kept on your toes meeting different challenges and creating opportunities.

You will be involved with supporting all areas of people management across the business. This includes recruitment, payroll, employee relations, administration, employee experience, talent management, learning and development and people analytics. You could find you're rarely doing the same thing from one day to the next. You could be involved with training employees one day or helping write policies the next.

You will be entrusted with maintaining sensitive employee data and information relating to employee and management issues. As a result, you must understand the importance of confidentiality.

KEY RESPONSIBILITIES:

HR Coordination

- Assisting with all internal and external HR related inquiries or requests
- Maintaining employee records in line with our GDPR policies and leading file auditing
- Assisting with the recruitment process by supporting hiring managers, performing reference checks and issuing employment contracts
- Assisting with the coordination of our annual SEED programme (Skills Enhancement and Employee Development)
- Scheduling meetings, interviews, HR events and maintaining agendas and reminders
- Coordinating training sessions, collecting feedback and employee training requests
- Coordinating employee onboarding and induction programmes – working alongside the Assistant Office Manager
- Performing onboarding training and induction sessions
- Assisting with the production of HR KPI reporting
- Assisting with the monthly payroll and overseeing the management of our self-service people platform
- Working closely with the Operations Management team to ensure a link between Office Management, Communications and Operations.

HR Development

- Keeping up-to-date with the latest HR trends and best practises
- Reviewing current policies and process - Putting forward recommendations and ideas for streamlining processes and practises to ensure efficient people practises and continual development

SPECIAL REQUIREMENTS (e.g. travel, unsocial hours)

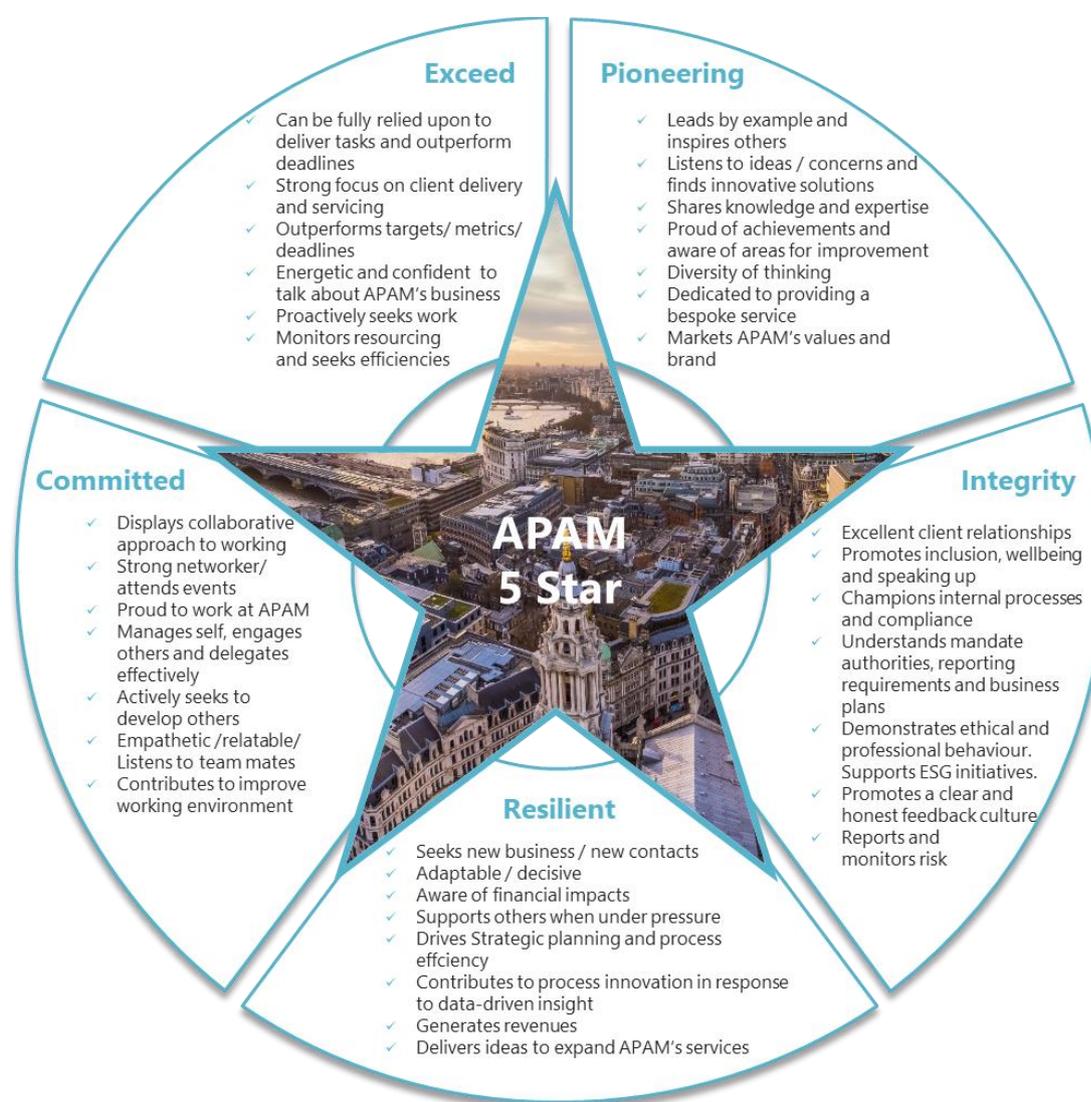
- Normal Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in the Company's London office
- Must be flexible and able to work extended hours as likely necessary on occasion.
- May be required to travel both within the United Kingdom and abroad

SKILLS AND EXPERIENCE

- 1-3 years exposure to a HR role whether that's as an HR administrator or office assistant supporting the HR function (essential)
- Exposure to payroll practises (desirable)
- Full understanding of HR function and best practises (essential)
- Excellent written and verbal communication skills with a meticulous attention to detail (essential)
- Works well under pressure and meets tight deadline – good organisation and time management skills (essential)

KEY COMPETENCIES

We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to exceed expectations and make a real impact on the work we do.





APAM

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