

HR Administrator

ABOUT US

Do you want to work in the biggest indoor city in London? Designed to empower and entertain kids, KidZania gives children the chance to challenge themselves and explore the world of opportunities. If your child has ever dreamt of becoming a pilot, a firefighter or the next award-winning dancer, watch their excitement as they try out real life activities! The concept effectively gives kids their first taste of independence and gets them thinking what they might want to be in the future. KidZania London offers 4-14-year olds exciting real life activities and has welcomed over 1.4 million children since opening in June 2015; Spanning over 75,000sq of Westfield London, Shepherd's Bush!

THE ROLE

The HR Administrator will work closely with the HR Advisor and Recruitment Coordinator to ensure all HR processes are followed and great HR service is given across the business at first point of contact.

Key elements of this role will include generating offer letters and contracts, processing DBS and reference checks, processing job change letters, updating the HR system and processing information for the monthly payroll.

In terms of recruitment, this role will help coordinate interviews and assessment days, screen candidates' CV's, prepare interview questions and save the paperwork in an organized manor which is also compliant with GDPR legislation.

The HR Administrator will also support and own a variety of projects involving social media and engagement initiatives.

ABOUT YOU

This Role would be perfect for someone who is looking to kick start their career in Human Resources in a fun, creative environment.

Experience is not essential however we do need a great attitude and willingness to learn.

We would also like you to be:

- Very organised with a high attention to detail
- A self-starter, highly motivated and able to work independently and as part of a team
- Comfortable and thrives working in a very fast paced environment and embraces change
- Able to multitask effectively and efficiently
- Proficient at using Microsoft Office - outlook, excel, word
- A great communicator at all levels in the business

SALARY/ BENEFITS

We are recruiting for a full-time position on a permanent contract.

In return we are offering the following:

- Annual salary of £22,000
- Fun & inspiring place to work
- Training & Development opportunities
- Career Progression
- Free and Discounted KidZania Tickets
- 25% Discount in our retail shop and KidZania Birthday Parties
- 40% Discount in our on-site food outlets
- Westfield Discounts
- Convenient on-site parking

HOW TO APPLY

To apply for this position, please send a Covering Letter and your CV to careers@kidzania.co.uk.

Things to note when applying:

- **Recruitment Agencies:**
we are not currently working with any recruitment agencies at this time. As such, we do not accept any speculative CV's and/or Candidate Profiles and are, therefore, unable to consider these.
- **Right to legally work in the UK**
Please only apply for our vacancies if you are legally allowed to work in the UK. Evidence will need to be provided before being offered a role with us. Please note: We are unable to provide support/ funding for working VISA's.