



THE FINE WINE MARKET

**HR & Office Administrator – FTC 12 months**

**Location: Borough, London SE1**

Competitive Salary plus Company performance-related bonus, healthcare insurance & wellbeing benefits

### **About us**

Liv-ex is the global marketplace for the wine trade, with over 600 members worldwide. We offer B2B services that span trading, data, logistics and technology to a diverse group of wine businesses – from ambitious start-ups to established merchants.

Our goal is to make fine wine trading more transparent, efficient and safe for the benefit of our members and the market as a whole. We are hard-working, committed yet informal, energetic and action oriented.

Founded in 2000, Liv-ex has grown to serve a growing number of merchant members with a broadening range of services. We help clients and other stakeholders to better understand the fine wine market and identify opportunities to profit.

### **Summary Purpose**

We are looking for a highly organised Office Administrator to join our established team. In this varied position, you will provide a high standard of administrative support to the HR team, as well as being responsible for general administration tasks across the wider business, to ensure all employees have the support needed to function effectively.

### **Role Responsibilities**

- Office Management – book meetings, order refreshments and office supplies, collect the post, take deliveries, manage office maintenance issues and book tradespeople to attend where necessary, issuing fobs, maintain an orderly office environment, take responsibility for health and safety (ensuring trained first aiders, fire wardens, fire extinguisher testing etc.), be a welcoming point of contact to meet and greet visitors.
- Professional Development – maintenance of HR platforms, booking training sessions
- Recruitment/Onboarding/Leavers – prepare offer documentation/new starter paperwork, perform reference and right to work checks, arrange equipment and access for new starters, manage contractor contracts, manage resignation/acceptance letters
- Payroll and Employee Tax – prepare monthly data reports on changes and submit these to payroll provider, upload the monthly pension submission, upload payslips and employee documents to HR platform, preparation of P11Ds
- Benefits – administration of benefit plans for employees, pension plan administration, respond to any benefits queries from employees
- HR Policies – ensure that the Employee Handbook remains updated
- Ad-hoc Administrative Tasks – including booking travel, organisation of parties and events, collation of information for weekly team meetings, sending out company-wide updates, management of the monthly newsletter, organise Christmas presents/birthday cards etc.

### **Knowledge, Skills & Experience**

- Experience in a busy administrative role across a broad section of business transactions
- Experience in a HR function is advantageous

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- Proven ability to deliver a high level of customer service and demonstrated willingness to go above and beyond
- Strong organisational and time management skills, with the ability to prioritise and meet deadlines
- Excellent attention to detail with a sense of personal accountability
- Positive, enthusiastic and a strong team player
- Proficient in the use of IT systems, including Microsoft Office Suite. Experience using HR Management systems is advantageous.

To apply, please send a copy of your CV with a cover letter to outline why you are interested in this opportunity to our HR team at [clientresourcing@strattonhr.co.uk](mailto:clientresourcing@strattonhr.co.uk).