

HR Coordinator and Office Manager

This is a fantastic opportunity for someone to join a company at the forefront of education technology with a great culture that is expanding rapidly. This is a brand new position where you can put your own mark on the job role.

About Cloud Design Box

At Cloud Design Box, we create cutting-edge education solutions to make the blended classroom thrive. We also provide innovative business solutions for multi-national companies domestically and internationally.

We now have an established and growing team based at Hull's bustling Fruit Market district. We put employee wellbeing at the forefront of what we do. Our company is a family that promotes a caring, open and positive environment in which your input and ideas are encouraged and nurtured.

The Role

You will be based at our office in C4DI with world class facilities and there are plenty of events to learn and grow through the community. Surrounded by a talented community of digital start-ups within C4DI, we are an exciting new business, and your job will be to help us grow (and have fun along the way).

The role is to help the business to continue to grow by assisting with the non-digital parts of the company. This is a people-centric role, you will work closely with all members of the team on a weekly basis so you must be empathetic and positive in your approach to everything. We need an all-rounder to help with a range of tasks. So either experience of working in a similar fast-growing business, or someone with evidence of a career with several roles would be beneficial. The environment is friendly and relaxed, but we are busy and quality is important. Skills we need are an ability to work on your own initiative, an aptitude in problem solving, and a confidence to get things done.

Responsibilities

Someone to take care of all things HR and to provide support to the MD and Operations Manager with HR and general operational areas of the business. Providing knowledge and advising of HR best practices whilst continuously monitoring and reviewing; HR policies, processes, employee benefits and implementing these changes where necessary.

Responsibilities include:

- As we are a rapidly growing business, support will be needed with operational tasks such as onboarding new starters, employee paperwork and providing interview support and helping with the hiring process
- Attending appraisals with the department managers
- Meeting staff one-to-one on a weekly basis to help nurture growth by discussing targets
- Working with the Support Case Manager, Operations Manager, and Employee Wellbeing Officer to keep track of employee growth.
- Attending apprenticeship meetings and completing documentation
- Ability to edit documents such as policies, procedures, contracts, etc with a good eye for detail.
- Ensuring staff comply with company policy, completing back to work interviews and dealing with any staff handbook requests and queries.
- Assist with the coordination and attending of some events.
- Making the office a great space to work including managing the space and purchasing of technical/office equipment and other office goods.
- Capturing and preparation/administration including payroll details, HR requests such as annual leave and expenses.

We have processes in place but this role is a clean slate for someone to put their stamp on the business. I.e. creating and fine tuning both new and existing policies/procedures and processes.

More importantly, we are interested in a HR or Operations Professional, who is interested in learning, and who has a genuine desire to produce work of the highest quality.

Benefits

Depending on your experience and skill set, the salary will be between £22,000 and £26,000 (full-time) with benefits of flexible and hybrid working available plus 25 days plus bank holidays annual leave. As a growing business, we expect this role and team to grow with the company. We pride ourselves on developing people and there will be the chance to develop yourself through training courses and attending conferences. Our party planning committee organise regular social events both inside and outside of the office, bringing a sense of team spirit to a hybrid workforce.

How to apply

If you are interested simply send a covering letter and CV to careers@clouddesignbox.co.uk and if you would like further details then give us a call on (01482) 688891 or take a look at our website www.clouddesignbox.co.uk, where you can find out more about us.