



AURELIUS is a publicly-listed Special Situation private equity firm, with offices in Munich, London, Stockholm and Madrid. We focus on the acquisition of companies with operational potential across Western Europe. AURELIUS is an investor for complex deals including turnarounds and the acquisition of profitable underperformers or business portfolios from corporates, owner managers, entrepreneurs, private equity investors, banks & funds.

Our current portfolio comprises 21 businesses across the following sectors: industrials, chemicals, business services, consumer, food & beverages and TMT. We look to improve the performance of our portfolio businesses by providing management capabilities and the necessary financial resources for investment.

For our **London office** we are looking for a

Junior Manager HR in part-time 20-25h/week (fixed term 12-15 months maternity cover starting in August 2018)

Responsibilities

- contact person and support for employees regarding all HR-relevant topics across 3 entities
- maintenance of employee records (soft and hard copies)
- update and maintenance of HR databases (e.g. new hires, separations, vacation and sick leaves)
- performance management monitoring
- payroll preparation and benefits management (absences, bonus, promotions, leaves, pension, Bupa, childcare vouchers etc.), prepare paperwork for HR policies and procedures
- compliance with all UK legal working requirements (GDPR, right to work/ sponsorship management)
- recruiting and internship process management (job postings, application management, screening, coordination of interviews etc.), candidate sourcing (database, social media)
- update and maintenance of applicant tracking and candidate management system
- prepare new hire paperwork ensuring legislation requirements are met
- prepare equipment for new employees (IT, accounts, business cards etc.)
- orientation for new employees (preparing/sharing onboarding packages, company policies etc.)
- employee exit procedures for all leavers
- support for secondees (contract management, accommodation etc.)
- additional support for Office Manager when required

Qualifications required

- university degree in HR Management, business, law, humanities, social sciences or comparable education
- ideally initial relevant working experience in HR/Recruiting, background in a consultancy or similar is of advantage
- strong knowledge and awareness of current UK employment law
- familiarity with HR databases, applicant tracking and candidate management systems
- quick comprehension, high motivation and commitment
- structured and independent working method, excellent organizational skills
- result-oriented personality, highly developed sense of responsibility and strong team work
- fluent in English, further language skills welcome
- excellent MS-office skills (Outlook, Excel, Word)

Contact

Please apply [online](#) including all relevant application documents and stating your earliest possible starting date, preferred working hours and salary expectation.

For more information visit our website at: www.aureliusinvest.co.uk