

HR Coordinator

Friday 25th May

£26,000 - £30,000

If you are excited about working for a prestigious institution that embraces European multiculturalism and values innovation, collaboration, and personal growth, we want to hear from you!

Are you passionate about delivering exceptional HR support, driving employee engagement, and helping create a thriving workplace culture? If so, this could be the perfect opportunity for you.

As an HR Coordinator, you will play a vital role in supporting the day-to-day operations of the HR function, providing excellent service to staff and managers. You will be responsible for administering key HR processes across the employee lifecycle, coordinating recruitment activities, maintaining accurate records, and contributing to HR initiatives that support staff wellbeing and organisational success.

Knowledge, Skills and Experience

- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (especially Word and Excel) is essential.
- Experience of using an HRIS is desirable, particularly ADP.
- Ability to handle sensitive information with discretion.
- A proactive, solution-focused approach and willingness to learn.

Essential Requirements

- Previous experience in an HR administrative or coordination role.
- Strong organisational skills with a keen eye for detail.
- Strong organisational and time management skills.
- Knowledge of HR processes and best practices.

Desirable Requirements

- Previous working experience in the Higher Education sector
- CIPD Level 3 or Level 5 qualification (or working towards it)
- Experience supporting HR projects or organisational change initiatives.

Main Duties and Responsibilities

- Support the HR team in delivering a full range of staff administration services, including recruitment, onboarding, contract management, and leaver processes. -
- Coordinate HR documentation and maintain accurate employee records in line with data protection and compliance standards.
- Administer staff benefits and assist with general HR correspondence and day-to-day operations. Support recruitment campaigns, pre-employment checks, and onboarding to ensure a smooth employee experience.
- Assist with HR projects and provide general administrative support as needed.

What can ESCP offer you?

- 30 days annual leave + Bank Holidays
- Day off on your birthday*
- Company pension scheme with exceptional employer contributions
- Private Healthcare with Vitality*
- Private Dental Care with Bupa*
- Free language lessons (Spanish, Italian, German, French)
- Permanent Health Scheme
- Death in Service Insurance
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay*
- Hybrid Working is available, upon negotiation with the line manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Plus SO much more!

*Eligibility for this benefit begins after the successful completion of the probationary period

Application details

Applicants should submit a CV to our Human Resources Department at ukrecruitment@escp.eu. Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offering equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status.

We base all our employment decisions on merit, job requirements and business needs.

For more information about the School please visit our website on www.escp.eu