

ORLEBAR BROWN

JOB DESCRIPTION

JOB TITLE	Human Resources Administrator
DEPARTMENT	Human Resources
REPORTING TO	HR Manager
LOCATION	London
ROLE TYPE	Full-time
SALARY	Competitive

COMPANY PROFILE

Orlebar Brown launched in March 2007 as a more tailored approach to men's beach and swim shorts. Based on the traditional pattern of a tailored pair of trousers for men, and with their distinctive side fasteners, they are not just a swim short; they are the original and best shorts you can swim in.

In 2010 we took Orlebar Brown off the beach, out of the pool and into the resort with a range of tees, polos and shirts, and have since then developed the product into a full lifestyle offer including shorts, trousers, sweats, outerwear, knitwear, footwear and accessories.

The brand has rapidly gained global recognition and is sold through multiple channels. Web is the largest channel, delivering to customers globally through www.orlebarbrown.com. The first Orlebar Brown store opened in London in 2011, and there are now seven stores in the UK and six stores in the US, alongside stores managed by franchisees in Australia, France, Dubai, Greece and Kuwait. The brand is sold in the world's best Menswear retailers including Selfridges, Harrods, Mr Porter, Le Bon Marche, Saks 5th Avenue and Holt Renfrew amongst others, as well as through key trend and regional independent menswear stores.

In 2018 Orlebar Brown was acquired by Chanel, with a plan to continue the brand's growth and development internationally and across channels.

We are looking for another strong team player to join us on our journey in establishing Orlebar Brown as the luxury choice lifestyle brand for holiday clothes to wear every day.

THE POSITION

As part of our continued growth, we are looking for a HR Administrator to support the delivery of HR projects and processes across the business. As HR Administrator, you will support the HR Manager by providing high quality HR generalist support to the HQ and Retail teams, currently based in the UK and US.

Overall you will provide strong generalist and administrative support to all employees within the business. This role will require a high level of administrative tasks; however, you will also offer the opportunity to support projects that will shape the business going forward.

The successful candidate will have previous experience in an administrative role and the ability to organise a high workload, alongside a strong interest in developing a career in HR.

WWW.ORLEBARBROWN.COM

Orlebar Brown Limited | Registered in England No. 5502027 | VAT No. 872512034

T: + 44 (0) 207 785 6941 | E: info@orlebarbrown.com

▲: Great Western Studios, Studio 101, 65 Alfred Road, London, W2 5FL

GENERAL RESPONSIBILITIES

You will be responsible for:

- Providing first line administrative HR support for employee relations and coordinates the administration of all employee life cycle events.
- Responding to queries from employees, candidates and suppliers attempting to resolve their questions in a timely manner.
- Preparing employment-related letters and documents including but not limited to role and remuneration changes, contractual documents, reference letters.
- Coordinating employee benefits and ensuring the systems associated with the perks are kept accurate.
- Supporting the recruitment/hiring process as needed. Experience of using LinkedIn Recruiter software is a bonus.
- Embedding the company values of Tailored, Vibrant and Brave into the business through employee lifecycle.
- Supporting on administration of leaves (maternity/ parental leave, sabbaticals, educational leaves, sickness etc.)
- Ensuring compliance and data integrity on employee records including maintenance, entry and data governance. Knowledge of People HR system is desirable, but not essential.
- Providing general administrative support across the HR function.

CANDIDATE PROFILE / SKILLS & EXPERIENCE

- 2 years' experience in a similar HR role from a fast-paced environment, ideally in a small-medium size commercial and professional organisation.
- Excellent time management and organisational skills, with flexibility towards managing priorities and work generally.
- Strong Microsoft skills in Word, PowerPoint and Excel.
- A team player, willing to get involved with other areas of the business to get the job done.
- Excellent communication skills, ability to establish and develop rapport with all areas of the business.
- Self-motivated, uses initiative and problem solver.
- Enthusiastic and dedicated, passion for seeking opportunities and self-development.

WHAT WE OFFER

- Join a diverse working environment of people who we learn from every day.
- The chance to train and develop your skills in a fun and fast working environment
- Competitive benefits package – 33 days holiday (inclusive of 8 public holidays), great discount on our products, Bupa health cash plan, company pension scheme, flexible working hours, cycle to work scheme and quarterly social events.

It's never just a job at Orlebar Brown. It's a way of life. We live and breathe our brand values – Tailored, Vibrant and Brave. Our team define who we are and how we get the job done.

To apply, please contact jobs@orlebarbrown.com with copy of your CV and a friendly introduction. Unfortunately, due to the number of applications, only those that are successful will be contacted. **Direct applications only.** Recruitment agencies – thanks for reading, but we've got this one covered!

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