



# An alternative career in finance

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## **Trainee HR Employee Engagement Administrator**

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit [aztecgroupp.co.uk/careers](http://aztecgroupp.co.uk/careers), email [careers@aztecgroupp.co.uk](mailto:careers@aztecgroupp.co.uk) or call us on +44 (0) 1534 837562.

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# Job Description

## Trainee HR Employee Engagement Administrator

### Reports to Senior Employee Engagement Manager

Our Employee Engagement team is in place to enable and promote engaging employee events, experiences and best practices, whilst being transparent with how we can collectively and individually make improvements to engagement and retention.

As a Trainee HR Employee Engagement Administrator, you will play an essential role in supporting with the creation and delivery of a range of employee engagement initiatives across our multiple jurisdictions. You will be required to assist the team across a range of activities to support our people agenda, liaising with individuals at all levels of the business to complete tasks.

### Key responsibilities:

- + Support the creation, delivery and administration of jurisdictionally specific and Group-wide employee engagement initiatives including pulse surveys, strategic communications and other outputs from the Group's People Committee
- + Assist with the creation and distribution of employee engagement communications, liaising with relevant stakeholders across the business
- + Assist with the communication and administration of employee engagement events including our Leadership and Manager's Days, Staff Briefings and various social events
- + Support with ad-hoc team administration, including compiling and distributing financial and statistical information, administering budget spreadsheets and our invoice process

### Skills, knowledge, expertise:

- + The ideal skillset is a combination of Human Resources and Communications expertise; a passion for people and engagement is a must
- + Excellent interpersonal, communication and written skills are essential
- + Analytical mindset for collating, interpreting and presenting data and trends
- + Computer literacy skills are essential, knowledge of Adobe InDesign/Illustrator/Photoshop would be useful
- + The candidate will be expected to study towards a relevant professional qualification (e.g. CIPD) supported by the Aztec Group

We will provide the training, both in house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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