



HARRISON PARROTT

JOB DESCRIPTION

Title:	Administration and Human Resources Coordinator
Reporting to:	Facilities, Operations and IT Manager and HR Manager
Salary range:	£22,000 - £28,000
Basis:	Full time
Location:	London office based
Closing date:	Sunday 23 rd June 2019

About us

This is a wonderful opportunity to join an award-winning artist and project management agency at an exciting time of expansion, based in prestigious offices with great facilities including a canteen and gym.

Innovation, expertise and responsiveness have been the hallmarks of HarrisonParrott ever since its foundation in 1969 when Jasper Parrott and Terry Harrison pioneered a new approach to artist and project management. Today, that restless and challenging spirit is as strong as ever, shared across one of the most experienced teams in the business.

We have more than 60 employees who speak a total of 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean With offices in London, UK, Germany, Munich and France, Paris we operate on a truly global scale. While our main focus is classical music, we also work with other art forms, including ballet and theatre, and Polyarts, that manages artists from a wider range of music genres.

We seek people who match our pro-active drive and ambition with a can-do attitude, who are excited about playing a key role in the future of the Arts on a global scale.

Job purpose

This is a multi-faceted role providing strong back office administrative and HR administration.

The job entails many administrative and managerial duties and the successful applicant will be used to, and able to manage, many different simultaneous tasks, prioritising and seeing things through. The successful applicant will primarily be running the administrative side of our offices on a day-to-day basis and working within the HR department as the HR Coordinator.

Key relationships

COO and GC, CFO, Accounts and EA team

Key accountabilities

Administration Coordinator – 50%

- Manage daily office opening & closing checks
- Responsible for stationery ordering and inventories Liaise with Finance team to support them in undertaking periodic reviews of specific office services and facilities spend areas.



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- Day to day liaison with building management including arranging visitors, booking meeting spaces, arranging parking, meet and greet of visitors.
- Backup support for facilities and maintenance requests.
- Complete a 'Daily News Report' for industry items, highlighting HP clients and circulating links to relevant articles, industry news sites and specific blogs.
- Assist with preparing expenses documentation relating to use of company credit cards.
- Assistance monitoring Data Protection compliance and Business Continuity Planning.
- General ad hoc duties, helping other departments when needed and any additional duties required as the role develops.

HR Coordinator – 50 %

Recruitment

- Advertise all roles externally and internally.
- Manage and monitor applications for all recruitment.
- Coordinate and arrange interviews.
- Organise and manage new employee orientation, on-boarding, and training programs.

HR administration

- Manage and maintain HR files and databases.
- Responsible for the Internship programme and Work Experience.
- Perform file audits to ensure that all required employee documentation is collected and maintained.
- Manage general administration for HR and support HR manager as necessary.

General HR

- Alongside HR Manager research and coordinate companywide training programme.
- Organising company social events.

Benefits

- 25 days of paid holiday per year in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
- Company Pension Scheme.
- Life assurance: 3 x annual salary.
- An interest free season ticket loan.
- Annual ticket allowance for HarrisonParrott artist events.
- On-site shower facilities.
- On-site gym, free to use (including all classes).

Additional Information

We are an equal opportunity employer and value diversity. We welcome applicants from all backgrounds.

Completed applications are to be sent to hr@harrisonparrott.co.uk before/on the closing day specified and must include a copy of your CV, completed application form and equal opportunities form.



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An initial telephone interview may be possible if you are currently living outside the UK. Please note the essential requirements listed below when completing your application.

Person specification

To be successful in this role you must possess solid administrative skills and have a warm, friendly and professional manner with all internal and external visitors, employees and clients alike. With a positive 'can do' attitude and ability to motivate yourself in quieter periods, you will take the initiative to identify research and development opportunities. You will be adaptable to constant change and able to prioritise competing demands in a positively challenging and dynamic environment.

Demonstrating that you are a good and willing team player with knowledge of and passion for music management and a strong understanding of professional confidentiality will offer a distinct advantage.

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
Thorough and methodical with a high level of accuracy, attention to detail.	✓		✓	✓
Ability to manage and prioritise a large number of varied tasks with multiple deadlines.	✓			✓
Be quick, efficient and able to work under pressure	✓			✓
Strong organisation skills, able to plan ahead and think laterally about problems with a solution focus	✓		✓	✓
Excellent communication skills, both written and verbal. Fluent in English (written and spoken).	✓		✓	✓
Educated to at least undergraduate degree level		✓	✓	
Demonstrable understanding of professional confidentiality and discretion.	✓		✓	✓
Excellent IT skills, proficiency in the Microsoft Office suite	✓			✓
Confident, friendly and professional telephone manner	✓			✓
Working knowledge of at least one additional language		✓	✓	✓
Experience of scheduling and organising events from start to finish		✓	✓	✓
A good knowledge of and active interest in music		✓	✓	✓



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