

## HR GENERALIST/ADVISOR

NET-A-PORTER is an established global Internet e-tailer of cutting edge luxury fashion labels relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, the launch of our sister site theoutnet.com and revenues increasing month on month, critical strategic change is on the agenda, in order for us to achieve our goal to be the Global Fashion Destination for Content and Commerce.

As such we are looking for an HR Generalist/Advisor to join our busy HR Team and report to the HR Manager. As a first point of contact for the HR team, your role will be to deliver a friendly, efficient and effective HR service to a growing group of passionate and committed staff in our New York office and warehouse. You will assist the manager in preparing internal employee communications regarding compensation, benefits and company policies as well as helping to manage the day to day employment relations and recruitment. A successful business, NET-A-PORTER is in a state of high-growth and constant change. As a guardian of our company values and unique working culture, you will be expected to provide solutions and ideas to the many challenges presented by the business as it evolves.

---

### General responsibilities

- Work with the global HR team, managers and social committee to constantly strive to make NET-A-PORTER an employer of choice and enhance employee engagement.
- Assist in facilitating effective staff communication when implementing change and projects, ensuring the NET-A-PORTER values are promoted at all times.
- Develop methods of informal communication, listen to and provide advice and counselling to staff and managers as required.
- Collate and analyze HR data for management and continue to develop strong HR support for the management team.
- Manage the recruitment process for all departments with assistance from the UK based Recruitment Manager, ensuring the highest caliber of talent for each role and best candidate experience: source and respond to candidates through innovative and cost effective methods; oversee recruitment adverts and agencies; organize interviews, check references, make offers, and conduct orientation for new employees.
- Provide support and work with the HR Manager in other functional areas of the HR department such as personnel records, employee and labor relations, job evaluation, compensation management and benefits administration.
- Supervise new starters and leavers process, including, staff orientation and perform exit interviews and processing change of employee status

- Assist in managing the performance review process; ensuring new hires are reviewed appropriately as well as established employees. To advise managers on handling poor performance issues.
  - Proactively manage PIP and employee complaints issues in a supportive and solutions focused manner.
  - Maintain an up-to-date awareness of current employment legislation and recommend necessary actions for compliance and mitigation.
  - Work with managers and HR Manager to identify group and individual development needs, sourcing suppliers and working within development budget.
  - Design and deliver ad hoc training sessions and benefits presentations to staff as required.
  - Understand and assist with payroll procedure and benefits communication and administration
- 

### Essential Skills & Requirements

- Bachelor Degree PHR/SPHR or working towards relevant HR qualification.
- Minimum 4 years generalist HR experience including strong operational experience with a consultative approach, in a dynamic environment such as retail operations (on or offline).
- Confident recruiter, with previous campaign management experience.
- Excellent excel and data management skills.
- Previous experience of implementing and communicating change to HR Infrastructure..
- Knowledge of health & safety.
- Articulate with excellent writing skills, and good eye for detail.
- **Discreet**, professional and well spoken, with excellent communication skills
- Exceptionally well organized and efficient.
- Ability to use judgement and seek guidance with confidential issues.
- Great sense of humour, empathy and work ethic
- Proven ability to work to stringent deadlines
- Pro-active and able to show initiative/ideas to constantly improve the HR service to the business.