



JOB DESCRIPTION

HR & Office Manager

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| Employer | PDV Ltd | Reports to | Head of Corporate |
| Hours | Mon to Fri 9am - 5:30pm (Full Time) | Salary | Competitive |
| Location | Sunningdale, The Belfry Business Park, 13 Colonial Way, Watford, Herts, WD24 4WH. | | |

The role

We are looking for a hands-on HR & Office Manager to take ownership of the people function and support the smooth running of the office for a team of circa 35 employees. This is a varied, practical role suited to someone who enjoys being in the detail, take initiative and gets things done. You will take ownership of the HR function in a standalone capacity, working closely with the Head of Corporate for support and guidance, while also ensuring the day-to-day of the office operates efficiently. You will be the go-to person for employees across the business, so being approachable, proactive and able to build strong relationships is key.

Key Responsibilities (Human Resources)

- Manage the full recruitment lifecycle, including sourcing, agency management, salary benchmarking and interview coordination
- Act as the first point of contact for employee relations, supporting managers with disciplinary, grievance, absence and performance matters
- Oversee onboarding, induction and offboarding processes, ensuring a smooth employee experience
- Maintain and update HR policies in line with current legislation and best practice
- Process monthly payroll accurately and on time
- Manage employee benefits (including pensions, healthcare and wider benefits platform)
- Coordinate training and development activity within budget
- Maintain HR systems and produce regular reporting
- Ensure compliance across all HR activity, including family leave and TUPE where required
- Continuously review and improve HR processes and systems

Key Responsibilities (Office Management)

- Oversee the day-to-day running of the office and act as the main point of contact for facilities and suppliers
- Manage health and safety processes, including fire safety, first aid and compliance checks
- Organise company events, meetings and travel arrangements



- Support Board and client meetings, including logistics and preparation of materials
- Manage office supplies and ensure the workplace runs efficiently
- Oversee prize draw purchase and fulfilment processes
- Provide diary management and administrative support to the Managing Director
- Support wider operational and office-based projects as required

You are likely to have skills and experience in...

- Approachable and personable, with the ability to build strong relationships at all levels
- A proactive self-starter who takes ownership and delivers
- Strong generalist HR experience, ideally within an SME environment
- Experience in a hands-on, standalone HR role or similar
- Good working knowledge of UK employment law and HR best practice
- Highly organised with strong attention to detail
- Confident communicator, both written and verbal
- CIPD part-qualified or qualified by experience

Ready to apply?

Email your CV to talent@pdv.agency