

HR UNDERGRADUATE INDUSTRIAL PLACEMENT

CHELTENHAM

FULL TIME, 12-MONTH PLACEMENT CONTRACT

At iPipeline, we pride ourselves on our culture. We believe in an enthusiastic atmosphere, encourage innovation, depend on creativity, and strive for success. We value our employees and understand that our continued success as a company relies heavily on the success of every individual. Our employees describe iPipeline offices as fun, energetic, 'can do', professional environments.

We empower our people and provide them with the opportunity to pursue personal growth and career aspirations. We work hard and play hard. We celebrate success.

As the market leader in our industry, we deliver ground-breaking and award-winning technology to the financial services industry. Working at iPipeline allows you to play a huge part in making it easier for our customers to protect and secure the financial futures of consumers' families.



YOU CAN ENJOY:

- Innovative, inclusive and focused environment
- Flexible working
- Work/life balance
- New, contemporary, open-plan office space
- Company matched pension benefits
- Generous Life and Critical Illness Cover
- Perkbox membership (discounts and freebies)
- Competitive holiday allowance
- Well stocked kitchen of free soft drinks, tea, coffee and fruit
- An annual wellness allowance to keep you happy and healthy

PURPOSE OF THE ROLE:

Based out of our brand new offices in the centre of Cheltenham, iPipeline are delighted to offer this exciting undergraduate placement opportunity in their Human Resources Team.

A truly generalist role, you will have the opportunity to experience the full HR remit.

RESPONSIBILITIES:

You will provide an efficient, professional and high quality HR service across the iPipeline business acting as a first point of contact for employees and managers on a wide range of day to day enquiries.

You will support our recruitment efforts with involvement in selection activity including posting new vacancies internally and externally, liaising with candidates and technical agencies, supporting line managers and team leaders and co-ordinating the interview process. This will follow through to the new starter process when we offer a role and start the on-boarding process.

You will be involved in our ongoing HR digitization project as well as becoming highly proficient with our HR goal setting and performance review software, supporting the wider business in its use.

There will also be a number of special projects to get involved in along the way and we welcome the ideas and suggestions that you will bring from your studies.

SKILLS AND REQUIREMENTS:

- Excellent organisational skills with the ability to prioritise
- Strong interpersonal skills and the ability to build strong working relationships.
- Attention to detail with a high-degree of accuracy
- Ability to multi-task
- Ability to work under pressure to tight deadlines and remain calm
- Effective communication skills, both verbal and written and the ability to communicate at all levels within the organisation
- Ability to use initiative and work independently
- Common sense
- Customer focus
- Good understanding of MS Office applications
- A sound knowledge of the operations of an HR Department
- Appreciation of what makes an effective HR function

DON'T HAVE EVERYTHING WE'VE ASKED FOR?

Don't worry.

You might not have everything listed above but you might have some valuable transferable skills and experience.

You might be returning from a career break or feel you have taken a wrong turn in your career.

At iPipeline, it's about you and what makes you tick, not ticking every box.

To apply please email cheltenham.recruitment@ipipeline.com with your CV and covering note (don't forget to include those transferable skills).

For information on how we store applicant information, please see our [Job Application Privacy Policy](#).