

ROLE PROFILE

Job Title: HR Team Administrator

Location: London

Reports to: HR Programme Management Officer

Department: Group HR > Employee Experience

Summary of the Role's Main Purpose

The HR Team Administrator provides administration and coordination for the HR Leadership Team, HR PMO and wider HR function. The role supports the smooth running of HR activities by maintaining data and documentation, coordinating key people processes, and providing organisational support to HR colleagues. This entry-level position requires strong attention to detail, proactive communication, and a customer-focused approach to ensure high-quality HR operations and engagement.

Principle Accountabilities

HR Operations

- Prepare and maintain HR documentation, filing systems and HR records.
- Complete routine data entry and data quality checks in HR systems.
- Support the HR shared inbox, responding to or escalating queries appropriately.
- Coordinate meeting logistics, including scheduling, preparing papers, taking minutes and tracking actions.
- Assist in preparing for cyclical HR processes (benefits renewals, reporting, payroll inputs, performance cycles).
- Assist with standard HR reporting, including headcount and joiner/leaver reports.
- Coordinate approvals and signatures using DocuSign or equivalent tools, ensuring correct recording and version control.
- Organise contract signings, raising invoices, and supporting budget/financial administration.
- Provide ad-hoc support for HR Co-ordinator-led activities, ensuring resource cover for holidays and other periods of absence.

HR Projects

- Provide administrative support for learning & development programmes and for inclusion & diversity activities.
- Support HR engagement and communication activities, including preparing materials and coordinating logistics.
- Support the HR PMO in preparing and maintaining project timelines, schedules and plans.
- Provide administrative support during audits of the HR Function, including liaising with external auditors.

Stakeholder Support & Coordination

- Liaise professionally with internal stakeholders and external partners, ensuring timely follow-up and clear communication.
- Manage intranet content and publish updates provided by the team.



- Build constructive and collaborative relationships across the HR team.

General Team Administration

- Organise diaries, team meetings, travel and logistics for the HR Leadership Team.
- Provide cover for Executive Assistant colleagues during absence, supporting diary management for the Group HR Director.
- Maintain the HR team calendar.
- Support the organisation of HR workshops, training, and events.
- Onboard contractors and act as a practical point of contact for external collaborators (re. diaries, availability, room bookings).
- Maintain trackers, shared drives and other administrative systems to support consistent organisation of HR documentation.
- Assist with ad hoc administrative tasks.

Core Areas of Knowledge, Skills & Experience

Essential

- Strong organisational skills with the ability to prioritise and manage time effectively.
- Excellent attention to detail and a methodical approach to administrative tasks.
- Effective written and verbal communication skills.
- Customer-focused and professional approach when liaising with colleagues and external partners.
- Confident user of Microsoft Office (Outlook, Teams, Sharepoint, Excel, Word, PowerPoint).
- Ability to handle confidential information with discretion.
- Proactive team player with flexibility to support changing priorities.
- Willingness to learn HR processes and systems.

Desirable

- Experience in an administrative or coordination role.
- Exposure to HR processes, HR systems or data handling.
- Ability to challenge processes and suggest improvements.

Special Job Requirements

- Primarily office-based (hybrid), with some travel to other SEGRO offices as required.

Date of completion: February 2026

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.