

People&Culture Administrator (HR Internship)

IKEA KOREA, Dongbusan store

Our first IKEA store in Korea opened in December 2014 successfully and our second store in October 2017. We strongly believe that a **happier life starts at home** and we have an exciting expansion plan in front of us. We are still in the beginning of **establishing IKEA in Korea, developing the brand and building a strong long term positioning**. Our plan is to open our **forth store in Korea 2020** and we are very much looking forward to establish a multichannel business for the many people!

Store #4 will be located in **Busan city, the second largest port city in Korea**.

If you have a true passion for home furnishing and life at home, if you have a passion for retailing, people and customers, if you enjoy sharing your knowledge, experience and leadership with co-workers and customers and if you find it extra exciting to do all this **in a new market** - we have the job for you!

About the job (your work & tasks):

This is temporary assignment for 6months supporting new store opening. In your role as P&C Administrator, you will work as a member of the P&C team to provide an accurate and efficient administrative support to the P&C department. Together with the team you will support the delivery of the HR Action Plan, HR idea and the IKEA business objectives by working in partnership with all business functions and co-workers in the store.

More information about your tasks

- Responsible for ensuring that all co-workers are supplied with the appropriate tools and safety equipment to deliver their job roles including uniform.
- Execute HR Administrative tasks including e.g. updating personnel files, people data compiling and administration, preparing contracts, scheduling, booking and coordinating travel for training, meetings and events.
- Work with managers / team leaders to ensure all HR administration is completed in a timely manner, including new starters, leavers, pay queries, personal and job changes thus ensuring legal compliance and minimum disruption to co-worker pay.
- Work with the P&C Generalists to ensure all candidates receive a timely response, ensuring that every applicant to IKEA receives the right communication at the right time.
- Support to execute and follow up on co-worker communications with various activities and events within unit.

It is essential that you have:

- Being passionate about people and leading business through people
- Understanding of IKEA Brand, Culture and Values
- Good communication and documentation skill with strong attention to detail.
- Supportive and Great Service-minded attitude to internal co-workers
- Proficiency in IT tools, system and MS office and preferred with graphic communication skill
- Fluent in English, both spoken and written