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HR INTERNSHIP

London

Based in our London Berkeley Square gallery, the HR Intern will gain hands-on experience across the full employee lifecycle, supporting Phillips' HR team on a global basis. The role covers HR administration – letters, trackers and employee records – alongside recruitment coordination and onboarding support for new joiners, and the planning and coordination of the London Community Club events programme. The HR Intern will report directly to the HR Director, London, with a dotted line to the HR Director, Americas, and will work closely with HR colleagues in New York, Hong Kong and our other international locations. This is an excellent opportunity for someone with some early HR experience to build a broad grounding in international HR within a leading auction house.

Duties and Responsibilities

Global HR Administration

- Prepare HR letters and documentation for offices globally, including offer letters, contract variations, employment confirmations and reference letters, using approved templates.
- Maintain and update HR trackers and reports, such as headcount, starters and leavers, probation reviews, contract end dates and right to work expiry dates.
- Keep employee records and the HR system accurate and up to date, and manage digital filing in line with data protection requirements.
- Respond to day-to-day HR queries from employees and managers, escalating to the HR team where appropriate.
- Support the HR Directors in London and the Americas with ad-hoc reporting, research and HR projects.
- Draft and, after review, send internal communications to staff.

Recruitment & Onboarding

- Coordinate recruitment activity, including posting job adverts, scheduling interviews, liaising with candidates and hiring managers, and tracking candidates through the process.
- Carry out right to work and ID checks for new joiners, help keep the related records accurate and up to date.
- Help gather information and documents for visa and immigration cases, working with the HR team and external advisers where needed.
- Prepare and send onboarding packs, and coordinate pre-start tasks with IT, Facilities and Finance so that new joiners are set up for day one.
- Organise induction schedules and welcome sessions, and act as a friendly first point of contact for new starters.

Community Club & Events (London)

- Plan and coordinate the London Community Club programme of employee events, from social and wellbeing activities to volunteering and charity initiatives.
- Manage event logistics, including venues, budgets, suppliers, invitations and RSVPs.
- Promote events through internal communications, and gather feedback to improve future activities.
- Work with colleagues across departments to support employee engagement initiatives in the London office.

Training Administration

- Within the learning management system, assign trainings, track completions and communicate with staff on

assignments.

- Create and edit training infrastructure within the LMS.
- Schedule training slots and manage signups.
- Manage confidential and private information in the strictest of confidence.
- Carry out any other ad-hoc duties as required.

Professional Skills and Experience

- Some previous experience in an HR, recruitment or administrative role (for example a placement, internship or first role) is required
- A basic understanding of HR policies and procedures is helpful
- Experience of right to work or ID checks is helpful
- A basic understanding of UK visa and immigration processes is helpful
- Experience organising events, or coordinating activities for a club or society, is desirable
- Excellent verbal and written communication skills
- Strong organisational skills with meticulous attention to detail
- Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint); experience of an HR system is an advantage

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Education and Training

- Graduate in Human Resources, Business, Psychology or a related field
- Working towards, or interested in studying for, a CIPD qualification is desirable
- An interest in the art world, auctions or luxury is desirable

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Personal Attributes

- Ability to handle confidential and sensitive information discreetly and responsibly
- Approachable and people-focused, with a positive, can-do attitude
- Ability to communicate in a professional manner with a wide variety of people, including written and verbal communication
- Excellent time management skills with the ability to prioritise and manage multiple tasks under pressure
- Proactive with excellent organisation skills and meticulous attention to detail
- Ability to work professionally and collaboratively with all areas of the business and across international offices
- Ability to learn Phillips' internal programs, systems and software

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Working Conditions

- Work is undertaken primarily within an office environment in our Berkeley Square location
- Flexibility with working hours, including some evenings for Community Club events and occasional calls with colleagues in other time zones

Phillips values a workforce with a wide variety of experiences, backgrounds and skills and we encourage you to apply even if you do not meet all of the qualifications.

Closing date for applications is Friday 20th November at 5pm. Candidates should submit a up to date cv and covering letter outlining suitability to the role.

To apply please visit:https://phillipsauctioneers.bamboohr.com/careers/597. Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.