



ROLE: HR Administrative Assistant
LOCATION: London
TYPE: Full-time, permanent
EXPERIENCE: Entry level
QUALIFICATIONS: BA/ HR qualification equivalent

BIMA OVERVIEW

BIMA is one of the fastest-growing impact and tech companies in the world. We use disruptive mobile technology to bring insurance and health services to consumers at the bottom of the pyramid, on an unprecedented scale. In just five years, we've built a customer base of over 20 million subscribers in 15 countries across Africa, Asia, Latin America and the Caribbean.

The company is committed to disrupting the traditional insurance industry and democratizing access to vital services for billions of under-served families around the globe. In addition to being a recognized leader in innovation and inclusion, BIMA is one of the most attractive emerging market and insurance tech investment opportunities in the world.

Joining BIMA at this stage provides an opportunity for you to experience a global, growing business. We are a vibrant company where ideas and passion are welcomed and you get real responsibility from day one.

We have brought together top-quality talent from the worlds of consultancy, development, technology, telecoms, health and finance to create a company like no other. Personality is just as important to use as experience; we are looking for an intelligent individual who thrives in a fast-paced environment without ego.

Please visit www.bimamobile.com to learn more about BIMA, our team and the success and impact we've had so far. Also check out what others think about BIMA, such as:



- Awards e.g. [Overall Winner and People's Choice Winner](#), [Wall Street Journal Financial Inclusion Award 2017](#), [RJS Innovation Award 2017](#), [MasterCard Foundation Global Prize](#), [Mondato Asia Social Impact Awards](#), [Africa Business Awards](#) and the [FT Transformational Business Award](#)

- Global media coverage e.g. [BBC](#), [CNBC](#), [The Economist](#), [Wired](#), [Financial Times](#), [The Guardian](#)

- Industry rankings e.g. [FinTech 50](#), [2015 Nordic Fundraising review](#)



THE ROLE

This is an opportunity to join the HR team based in London, reporting directly to the Global Head of HR. This role is part of the core Global team, but will also have links to BIMA HR personnel across the world. The HR Administrative Assistant will provide support and administrative assistance to the HR function, to ensure that it performs at its best.

RESPONSIBILITIES

Specific responsibilities include:

- Supporting the Global HR team in delivering its goals at a global, regional and local level
- Ad hoc project work on a number of global initiatives; will require desk research, collating & compiling statistics and information, and an ability to do basic analytics and draw conclusions. Examples would be:
 - Policy research – e.g. Maternity/Paternity/Shared Parental Leave
 - Best practices – e.g. Employee engagement mechanisms
 - Industry statistics – e.g. Employee Turnover and Retention
 - Learning and Development – resources and costing
- Provide direct assistance to the Global Head of HR – directing and answering queries from Global and Local teams, e.g.:
 - Contract enquiries
 - Salary discrepancies & resolutions
 - Collating Due Diligence information for the Legal team
 - Assisting Local HR with basic HR policy and procedural info
- Coordinating the global HR team meetings and agendas
 - Contacting local HR Staff, agreeing times and disseminating agendas
 - Collecting and distributing contributions and materials
- Maintain HR files and databases
- Manage candidate online assessments
- Provide general support to the recruitment process, including interview coordination and job postings. Collating responses to job postings and basic CV screening.
- Assist with financial duties such as payroll
- Diary management and travel booking may be required from time to time
- Oversee the Careers page of the website
- Other ad hoc projects and duties relating to HR priorities

THE CANDIDATE

The ideal candidate is self-reliant and shows initiative while understanding where they will need to seek input from others. This position would be perfect for a graduate with



some experience of working in an office environment (perhaps through some temping contracts) who is interested in exploring a career in HR. The successful candidate will be excited by the prospect of a challenging and demanding role.

Experience and qualities:

- Strong working knowledge of MS Office suite. An ability to use the basic formulae for data manipulation in Excel and to present outputs in PowerPoint format using graphs and tables is required.
- Degree educated or equivalent; an HR-specific qualification is an advantage but is not essential
- Previous experience in, or a willingness to learn, payroll administration
- Highly organised and methodical, with an ability to manage multiple competing priorities well
- Great interpersonal skills, able to work effectively with a broad range of stakeholders
- Previous experience in an HR role would be advantageous
- Experience of working in an office environment would be useful
- Unassisted, permanent right to work in the UK is required

WHY BIMA?

BIMA has a very distinct culture. We like people who are smart and independent, but we don't like ego. We share our ideas as readily as we do our opinions, and are respectful when doing so. We are driven and ambitious but most importantly we never lose our sense of humor.

**Please send a CV and a cover letter to careers@milvik.se
Note that applications without a cover letter will not be considered.**