

Job description: HR ... people & culture person

Since 1959 Vitsø has created and evolved furniture that allows its customers to live better, with less, that lasts longer. Today Vitsø is renowned for its single-minded commitment to responsible design as well as its continuous production of Dieter Rams's furniture, which it delivers directly to customers in more than 80 countries.

At Vitsø we care about people see them as individuals and not human resources. Vitsø avoids hierarchy, titles and business jargon wherever possible. We are colleagues. We work in teams. This role is for a people person, a person of the people.

Job purpose

Vitsø's people person is the trusted soul who ensures that Vitsø remains a diverse community of colleagues who genuinely enjoy coming together to achieve so much more as a team than they ever could individually.

Key areas of responsibility:

- working within the people team to foster and nurture Vitsø's culture – across global teams – that values authenticity, trust and integrity above all else
- running the end-to-end recruitment process – for global teams – from considered creation of the job description, via interviews, to discovery day and offer acceptance
- ensuring that all colleagues are at-ease in their working world
- assessing and balancing the obvious rewards – a salary – with the less obvious but occasionally more thoughtful – for example, a thank-you concert ticket (or two)
- incubating Vitsø's sense of community ("a big family") via social events or similar
- ensuring appropriate data are available to the correct people at the right time
- running the monthly payroll process
- directing and overseeing the vital induction of new colleagues
- leading the ongoing review of colleagues' well-being and performance
- arranging training programmes to help personal growth

The role requires:

- CIPD qualification: keeping abreast of, and complying with, employment legislation
- a desire to ensure that Vitsø's reputation for exceptional service to its customers is equalled by its exceptional service to its colleagues
- an ability to write articulately and succinctly (job descriptions, for example)
- being happier achieving prevention rather than cure
- a natural curiosity, hunger and aptitude for the digital world

The person will be:

- careful and diligent – even meticulous – with a good dose of common sense
- demanding of high standards and at ease with demanding people
- efficient, effective and organised, in both the physical and digital worlds
- modestly confident and also personable, good humoured and trustworthy
- at home in the worlds of art, architecture, craft and design
- informal but 100% professional while respecting traditional courtesy and good manners

Location: Royal Leamington Spa, with some travel to other Vitsø locations