



AIV Europe Ltd
Unit 3 Venture Road
Lawn Park Business Centre
Woolpit, Suffolk IP30 9RZ. UK
800-447-4230 Toll Free (HR Headquarters)

Position: Human Resources Generalist
Location: United Kingdom (Office-Based)

Reports to: VP of Human Resources & Safety

Objective:

The Human Resources Generalist is responsible for overseeing and administering Human Resources, Payroll, Safety, and Benefits functions for AIV and Adanac employees across the United Kingdom, Singapore, Australia, and Dubai locations. This role ensures alignment with company policies while maintaining compliance with applicable local employment laws, payroll regulations, workplace safety standards, and benefits requirements. Based at the company's UK office, the individual works closely with regional management and the US-based VP of Human Resources & Safety to support HR & Safety operations while maintaining a high level of accuracy, confidentiality, and employee service. Total employees across all locations are currently at 59.

Duties and Responsibilities:

Human Resources Administration

- Serve as the primary HR contact for employees and management in the assigned international locations.
- Administer local HR policies and manage onboarding, orientation, employment changes, transfers, and offboarding.
- Prepare and maintain employment contracts, offer letters, employee records, and related documentation.
- Advise managers on employee relations, performance management, grievances, disciplinary matters, retention, and succession planning; coordinate with local advisers or counsel as appropriate.
- Maintain confidential employee information in accordance with applicable data protection requirements.

Payroll Administration

- Oversee and coordinate full-cycle payroll for the UK, Singapore, Australia, and Dubai, including salaries, overtime, allowances, bonuses, deductions, and final payments.
- Ensure accurate and timely payroll processing in accordance with local statutory deductions, reporting, and payment requirements.
- Review payroll calculations, reconciliations, reports, and employee inquiries; resolve discrepancies with payroll providers and Finance.
- Maintain payroll records and support audits, year-end reporting, and statutory submissions.

Benefits Administration

- Administer regional employee benefits, statutory entitlements, and employer contribution requirements.
- Coordinate enrollments, changes, terminations, claims inquiries, and employee communications with brokers, insurers, and third-party administrators.
- Support annual benefits renewals, including employee census preparation and review of benefit offerings.

HR Compliance

- Maintain current working knowledge of applicable employment laws and HR regulations in the UK, Singapore, Australia, and Dubai.
- Monitor legal changes and recommend updates to policies and practices, including working hours, overtime, leave, holidays, termination, pensions, retirement, and social insurance.
- Participate in meetings where needed with local legal counsel and advisers on complex matters; maintain required documentation and support compliance reviews.

HRIS and Reporting

- Maintain accurate employee, payroll, and benefits information in HRIS and payroll platforms.
- Support system configuration, implementations, reporting, and process improvements; coordinate issue resolution with vendors and internal teams.
- Prepare employee census, payroll, benefits, and other HR reports.



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Safety Administration

- Coordinate and ensure completion of annual safety audits across assigned locations, including tracking findings and following up on corrective actions.
- Assist in identifying and coordinating qualified third-party safety consultants and external service providers as needed to support regulatory compliance and workplace safety initiatives.
- Coordinate and monitor required employee safety training to ensure timely completion, proper documentation, and compliance with applicable local health and safety regulations.

Additional Responsibilities

- Participate in HR department meetings and collaborate with US-based leadership to ensure alignment with global HR initiatives and organizational objectives.
- Support HR projects, process improvements, and other departmental initiatives as needed.
- Plan and coordinate employee engagement activities, including team-building events and annual year-end holiday celebrations.
- Perform other related duties and responsibilities as assigned.

Supervisory Responsibility

This position has no direct supervisory responsibilities but serves as an HR resource and adviser to employees and regional management. The position reports to the VP of Human Resources & Safety and supports, rather than overrides, management decisions.

Knowledge, Skills, and Abilities

- Strong knowledge of international HR practices, employment legislation, payroll, and statutory benefits.
- Ability to interpret country-specific requirements and coordinate with international payroll providers, benefits brokers, and advisers.
- Strong employee relations, analytical, organizational, problem-solving, and time-management skills.
- Excellent written and verbal communication, discretion, attention to detail, and ability to work across cultures and time zones.
- Proficiency with HRIS, payroll systems, Microsoft Office, and Excel.

Education and Qualifications

- Minimum five years of progressive HR experience, including international HR responsibilities.
- Demonstrated experience administering payroll and employee benefits across multiple countries.
- Strong working knowledge of international employment legislation and payroll and benefits compliance.
- Excellent written and verbal English; ability to work full-time from AIV's UK office.
- Experience with UKG or ActivPayroll HRIS/payroll platforms or comparable systems.
- Direct HR, payroll, and benefits experience in the UK, Singapore, Australia, and Dubai.
- Preferred: HRIS implementation experience.