

Job Description

HR Advisor

1. Role Details

Role Title: HR Advisor – Early Careers

Job Location: Paris, France

Function: People & Culture

Sub-function: People Transformation & Operations

Working pattern: Full time, Monday to Friday, 09:00 – 17:00.

Job Start Date: 1st September 2025

Salary: TBC

2. Who we are

We're Colt, a global digital infrastructure company creating solutions that connect people, cities and businesses around the world. Our networking and connectivity products and services put the power of the digital universe in the hands of our customers. Learn more [here](#).

3. Early Careers at Colt

Looking to make your mark?

We empower our teams to change the world, for the better. We're passionate about our people and we believe that recruiting and developing the next generation of talent is key to our continued success.

At Colt, you'll get the opportunity to build a career with clear development opportunities in a global organization. Our graduates, apprentices and careers starters get the support and control they need to drive their professional development forward. From on-the-job training to formal learning and mentoring, you will be supported to make your mark at Colt.

On our two year Early Careers Programme, you will get access to:

On-the-job training where you will work in diverse teams from different cultures and countries. You'll be empowered to debate, discuss, listen and share your ideas - all in the pursuit of the best solutions for our customers and our business.

Formal learning and development where we'll help you grow your knowledge and skills through training from a wealth of experts and leaders.

Networking and mentoring from diverse thinkers and doers at all levels of our business. Hierarchy is no barrier here. We want you to put the global connections you make to good use, so we can work together and pioneer new solutions.

4. Function Description

At Colt, we believe that our people deliver our vision and strategy. That means we need to create a culture in which they can thrive. The People and Culture (HR) function at Colt are responsible for attracting, developing and retaining great talent; empowering all our people to achieve our business goals together.

As part of the People and Culture function you will gain exposure to all areas of HR (HR Operations, Reward, Employee Experience, Talent Acquisition and Business Partnering). You will build your knowledge and skills over the programme; helping you build the right foundation for a career in HR at Colt.

5. What you'll be trusted with:

Role purpose:

As a People Transformation & Operations Advisor, you will be working as an integral part of the Country People Transformation & Operations team and provide high quality HR support to ensure successful delivery of our strategic plan. This is a great opportunity for someone wanting to develop into a broad HR Advisory role within a fast paced, high-volume role. As part of the role, you will partner with some of leading experts within People & Culture who will coach and aspire you on your HR career journey. You are expected to work with limited supervision, a self-starter zeal, highly adaptable to change, and enjoy the challenges of working in fast paced environment.

Accountabilities:

- Employee Records Management: Create and archive HR files in accordance with employee life cycle (new starter workflow, employment changes, leaver administration), legal regulations requirements, updates to internal tools and databases, ensure a classification and identification process for access for auditing purposes as needed
- Administration and day to day management of operational processes as part of employee life cycle management
- Provide local benefits administration support and managing employee queries
- Managing HR processes as part of Onboarding and Induction management
- To deliver ongoing, continuous improvement to HR processes & systems in the region
- Ensures standardized HR processes are effectively implemented, accurate in delivery, and services are delivered in a consistent way within agreed timelines.
- Radically collaborates with specialist teams (e.g., payroll, Talent Acquisition, Procurement, finance, legal etc.) to deliver KPIs and high-quality services that are compliant with global standards and meet business expectations
- Provides service-related activities including managing employee files and related HR documentation, updates to internal tools and databases, responding digitally to a wide variety of employee queries
- Ensuring timely and accurate resolution of employee queries
- Develop and maintain key internal/external relationships, which may include: business leaders, hiring managers, business/function HRBP's, employees and vendors.
- Champion a strong continuous improvement culture to ensure deployment of scalable, simplified and standardized processes
- Responsible for ensuring proper use of vendor management of HR services/operations providers within the Region
- Assists in communication and training materials, event planning, ongoing HR initiative

6. What we're looking for:

- **Leadership Potential:** A self-motivated individual who leads by example, takes initiative, and is driven to succeed.
- **Competitive Nature:** Thrives in a fast-paced, results-oriented environment and excels when faced with challenges.
- **Growth Mindset:** Demonstrates a strong desire to learn, adapt, and continuously improve through feedback and new experiences. Agile and ability to manage ambiguity, risk and requirements as per changing strategies
- **Problem Solving:** Excellent problem-solving, critical thinking, deductive reasoning, inductive reasoning.
- **Resilience & Perseverance:** Able to maintain focus and motivation through setbacks, overcoming obstacles with a positive attitude. Ability to work independently in a remote setting
- **Strong Communication & Analytical Skills:** Comfortable with numbers, clear in articulation, and able to convey ideas persuasively both verbally and in writing.
- **Education:** Bachelor's degree in Human Resources, Business Administration, Social Science or related field required.
- **Language Requirements:** Native/Fluent in French and Fluent/Conversational in English
- **Technical Requirements:** Excellent command in Excel

7. Overall Benefits

In addition to offering competitive salaries and incentive plans, a range of benefits and local rewards packages are offered to staff. We also know that a work life balance is important, and our people say it's one of the great advantages of working at Colt.

Some benefit examples are:

- Flexible working and relaxed dress code
- Two days annually to spend on volunteering opportunities
- Private medical insurance
- Access to a virtual business school for on-going learning
- Business mentoring

8. What is it like working with us?

Supporting our people through change, encouraging positive employee experiences, and fostering connection and belonging through local groups, initiatives, and engaging events will play a key part in our collective success.

Inclusion is at the heart of our culture here at Colt. From day one, you'll be encouraged to be yourself as we believe that's what helps our people to thrive. We welcome people with diverse backgrounds and experiences, regardless of their gender identity or expression, sexual orientation, race, religion, disability, neurodiversity, age, marital status, pregnancy status or place of birth.

Please speak with a member of our recruitment team if you require adjustments to our recruitment process to support you.

Our values

We live by our Colt values every day, whether we're launching new projects or solving problems together. Our values represent how we behave and are integral to our culture.

***We know people matter***

Whether it's a customer, a partner or an employee, we build relationships based on trust, honesty, respect and integrity. We value diversity and strive to be more inclusive so everyone has the freedom to speak up, be heard and thrive.

We always find a better way

By staying one step ahead we empower our customers to succeed through the power of connectivity. We're swift to adapt and take responsibility for the promises we make.

We win together

We believe in the power of many and stand shoulder to shoulder with customers, partners and colleagues collaborating on ideas, sharing risks and recognition among all. When we make a decision we understand its impact, and rally behind the decision to make it a success.

We can change the world

We want to make the world a better place. Better connected, more sustainable, fairer for all. We use what we have - passion, technology and connectivity - to create good.