

BEKKI WALKER



Job: HR Administrator

Company: IMS

As a HR Administrator my role involves supporting various Human Resources functions within the organization. My role as a HR Administrator is critical to maintaining an efficient and productive workforce while ensuring that the company complies with laws and maintains a positive work environment for employees.

Caring

Hardworking

Approachable

The skills I use most in my job...Communication- Excellent verbal and written communication skills are crucial for me interacting with employees, conducting interviews, addressing concerns, and preparing HR-related documents.

- **Organization:** I deal with a considerable amount of data, paperwork, and employee information. Being organized helps me to manage tasks and maintain accurate records.
- **Confidentiality:** I have access to sensitive employee data, so maintaining strict confidentiality and trustworthiness is crucial.
- **Empathy:** Being empathetic and understanding allows me to relate to employees' concerns and support them appropriately.
- **Adaptability:** I often encounter changing circumstances and must adapt quickly to evolving HR needs and organizational priorities.

The most interesting thing I've worked on in my career so far... Supporting Employee Well-being: I am often the first point of contact for employees facing challenges or needing assistance. Being able to offer support and make a positive impact on someone's life is one of the most fulfilling aspects of the job.

What inspired me into digital and tech... It all happened by accident as such and I love it! The tech industry is known for its rapid growth and ever-evolving nature. The continuous learning and development opportunities is what attracts me the most to this area.

My educational background is... I never went to university but I found myself lucky enough to study as I worked. My professional background is childcare and I self-funded all my levels of qualifications in this from NVQ to diploma to degree as well as focusing on psychology and mental health qualifications too. Over the last 6 years since entering the tech scene, it has become clear to me that my love for people was an area I would really like to develop and progress in. This has taken me through a few different roles and now where I am today in HR working through my CIPD qualification 'on the job' which I have to say I am thoroughly passionate about and will really help my future career.

What advice I'd give to girls thinking about a career in digital and tech... Believe in yourself! Explore your interests! Continue to learn! Seek role models! Build a support network!