

People Administrator

Olena Konovalenko

People Team



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I moved to Wales from Ukraine last year in July 2022. My previous job experience ranges from human resources manager in the IT company, financial assistant and I have a Masters diploma in Finance.

I joined Health Education and Improvement Wales (HEIW) and I was then offered a temp, fixed term contract with the role of People Administrator. As part of my role, I provide admin support on a daily basis, organise meetings and complete a variety of organisational tasks. There is a lot of support and there are many development opportunities.

The whole HEIW team is very friendly and supportive. And my team in particular are amazing. They are full of trust, they're very welcoming and they give so much support and show recognition when deserved. Everyone is open for discussion which is a big positive. It feels like I have a family in work which is a great feeling to have. My little British family.

I am very grateful for this job.



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