



SECTION 1: JOB DESCRIPTION

Job Title: HR Assistant	
Department: HR	Location: Head Office
Direct Reports:	Reports To: Head of HR

Key Purpose of the role

To provide an HR administration service to a designated region of the country. Working in close liaison with the existing HR Assistant to ensure all timelines are met and all paperwork actioned accurately and in a timely manner.

Key Tasks

- Place recruitment adverts and liaise with agencies as and when required.
- Liaise with sites and arrange interviews accordingly.
- Provide interview feedback to candidates.
- Prepare offer letters and contracts for signing.
- Manage temps in liaison with agencies.
- Respond in a timely manner to all reference requests.
- Ensure the HRIS is updated and accurate at all times.
- Book Unipol and St John's Ambulance Training courses (First Aid, Fire Marshall, Manual Handling)
- Open HR post
- General filing
- IT liaison regarding "starters and leavers"
- Support the current excel based payroll processes in liaison with the existing HR Assistant and HR Advisor, ensuring all actions are processed accurately and in a timely manner.
- Support the HR Assistant and HR Advisor in ensuring all emails sent to the HR inbox are actioned accurately and in a timely manner.
- Monitor end of probation dates and advise line managers accordingly
- Any other ad-hoc duties or requirements as dictated by the business.



SECTION 2: KNOWLEDGE AND SKILLS

Skills:

- Ability to use Microsoft Word and Excel to an intermediate or advanced level
- The ability to organise and meet deadlines
- Accurate attention to detail.
- Previous experience of working in an HR environment is desirable but not essential

Attributes/ Personal Characteristics:

- Flexible positive attitude in an ever changing environment
- Calm under pressure
- Approachable and good at building relationships
- Excellent written and verbal communication
- Proactive and able to use initiative
- An understanding of the importance of confidentiality
- Continue personal development through training
- A willingness and desire to progress to the role of HR Advisor as depth of knowledge grows and the needs of the business allow

Closing Date: 9th December 2016