



**Job Description**

<b>Job title:</b> HR Administrator	
<b>Main purpose of job:</b> To assist the HR Team in the running of the administration function in order to ensure the effective delivery of the HR strategy	
<b>Division:</b> HR	<b>Position reports to:</b> HR Officer
<b>Length of contract:</b> Fixed term until 31 <sup>st</sup> December 2022	<b>Salary:</b> 20,000 per annum (37.5 hours a week)

Main duties
<ul style="list-style-type: none"> <li>• Experience in leading administration projects.</li> <li>• Assisting in recruitment by communicating with Managers and applicants, advertising, shortlisting CV's, and maintaining the recruitment dashboard</li> <li>• Setting up and onboarding new starters, including the creation of contracts, liaising with Training &amp; Development and ensuring all new starter work is returned and correct</li> <li>• Ensuring right to work documentation is up to date and compliant with Government legislation</li> <li>• Reference checks and requests</li> <li>• Contract changes and leavers</li> <li>• Liaising with badge and uniform suppliers</li> <li>• Updating the HR system and employee files including data entry</li> <li>• Collate and provide reports for the Food and Funeral divisions</li> <li>• Assisting with Payroll and Training &amp; Development administration</li> <li>• Paperwork audits</li> <li>• Assisting in the administration of absence and holidays</li> <li>• Liaising with Managers for any outstanding documents</li> <li>• Answering calls and general queries from colleagues, Managers and external stakeholders</li> <li>• Supporting the HR Team with various project work and general admin tasks</li> <li>• Categorizing paperwork to be scanned and scanning documents onto computer systems</li> <li>• Spreadsheet maintenance to track work progress</li> <li>• Assisting the HR Officer's with producing paperwork for D&amp;G cases</li> <li>• Assisting the HR team by taking notes in ER meetings</li> </ul>

Factor	Essential?	Desirable?
<b>Qualifications</b>		
5 GCSE's, Grade A-C, or equivalent		X
CIPD Qualification – level 3		X

<p><b>Relevant experience</b></p> <p>Experiencing in leading with Administrator projects</p> <p>Experience of working in a HR team</p> <p>Experience of dealing with a great volume of data</p> <p>Experience of assisting with Recruitment</p>	<p>X</p> <p>X</p>	<p>X</p>
<p><b>Aptitude, skills and abilities</b></p> <p>Excellent organisation skills</p> <p>Able to use own initiative in a fast-paced environment in a professional manner</p> <p>Strict confidentiality</p> <p>Happy to work in a quiet office environment with COVID safety rules in place</p> <p>Excellent IT skills - Experience in using MS Word, Excel and Outlook</p> <p>Intermediate level Excel (able to use main maths and lookup functions)</p> <p>Excellent file management and organisational skills</p> <p>Great communication skills</p> <p>Excellent accuracy and attention to detail</p> <p>Ability to multitask and work on own initiative</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p><b>Personal attributes</b></p> <p>A passion for HR and supporting others</p> <p>Calm under pressure</p> <p>Reliable</p> <p>Approachable</p> <p>Excellent team player</p> <p>Excellent communicator both verbally and written</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	