

JOB DESCRIPTION

HR Administrator (four months FTC)

Purpose of the post

Supporting a headcount of around 50 employees our Head of HR is looking for a willing HR administrator to join the HR Department on a FTC for six months whilst we build our HR function ensuring we are compliant whilst we build it.

The ideal candidate will take responsibility for all administration HR related matters within the organisation.

MAIN RESPONSIBILITIES

The successful post holder will: -

Assisting in the day-to-day operations of the HR function including:-

- Creating a new 'people' inbox and assist in managing/responding to the inbox within the desired SLA of 2 weeks. Escalating any issues to the Head of HR when necessary.
- Supporting all employee related administration tasks.
- Assist in sourcing of a new HRIS system and the smooth onboarding of a new HRIS system.
- Pulling data/reports from the HRIS system once implemented and keeping the system up to date.
- Providing a weekly HRMI updated slide.
- Auditing existing HR personnel files, highlighting missing docs and sourcing where appropriate.
- Supporting the administration side of the whole employee life cycle - i.e., onboarding, leavers, probation - ensuring confidentiality, diplomacy and accurate information is maintained.
- Carrying our exit interviews.
- Assist in running any internal/external training ensuring training records are kept.
- Administration of benefits.
- Supporting the development of policies, procedures and templates etc and assisting with setting up a 'bank' of template letters, policies and procedures.

PERSON SPECIFICATION

Candidates must be able to demonstrate that they meet the 'essential' criteria. **Applicants must have the right to work in the UK.**

<i>Skills and experience</i>	<i>Essential / desirable</i>
Previous administration experience	Essential
Previous HR administration experience	Essential
Experience of the whole employee life cycle	Essential
Experience of assisting in building a HR department	Desirable
Experience of diary managing L&D	Desirable
Excellent written and verbal communication skills	Essential
Knowledge of a HRIS system within a SME office	Desirable
Experience of working in a fast paced SME environment	Desirable
Experience of developing and implementing new administrative systems	Desirable

Experience in assisting with projects	Desirable
Proficiency in Microsoft office	Essential
Administrative skills	Essential