

Position Overview

Office Assistant with HR Duties

This is a really great and varied opportunity for someone who comes from an Office Management background, but has experience within HR including; on-boarding, off-boarding, employee relations as well as knowledge of HR regulations.

Key Responsibilities

- Manage and maintain a smooth-running office environment
- To assist with the day-to-day operations of the HR functions and duties
- To work closely with various departments as needed, assisting line managers to understand and implement policies and procedures, interpreting and advising them on employment law
- To assist line managers with both implementing disciplinary procedures, dealing with grievances and performance and development
- To manage and maintain in an efficient manner all personnel, pensions and training files
- To assist with Training activity - update training plan, book courses, answer queries, update training records and ensure compliance with QA procedures
- To maintain HR related reports and data, such as salary & sickness statistics, job grading, qualifications, birthdays, leavers etc
- To assist with recruitment, which involves developing job descriptions and person specifications, preparing job adverts
- To attend employee requests regarding human resources issues, rules and regulations
- To maintain sickness reporting documentation and reports
- Manage all onboarding and offboarding
- Organise and maintain accurate employee records including new starters and leavers.
- Assist with collation of Payroll data
- Act as first point of contact for HR queries in the office
- Perform administrative functions of the office including numerical data entry, filing, typing, greeting visitors, answering phones, new enquiry responses etc
- Maintain all office supplies including ordering supplies when necessary
- Some office management duties such as organising travel & accommodation
- Coordinate appointments, meetings, and other arrangements
- Healthy and safety management
- Handle any ad hoc tasks and requests from your Director or Line Manager

Qualifications & Experience

About You:

The ideal candidate will come from an office support background and will have previous experience in HR, a HR qualification would be a real plus. The company is looking for a flexible and dynamic candidate who will roll up their sleeve and get on with the job in hand. We are very team orientated and everyone pitches in wherever needed.

Organisational Skills:

- Ability to manage multiple tasks efficiently.
- Communication: Strong written and verbal communication skills.
- Confidentiality: Handle sensitive information with discretion.
- Attention to Detail: Ensure accuracy in record-keeping and document management.
- Adaptability: Thrive in a fast-paced environment and adjust to shifting priorities
- Good written and verbal communication skills
- Proactive approach to problem solving Quick learner who can demonstrate analytical skill.
- Excellent organisational skills and time management.
- Attention to detail while working to a high level of accuracy.
- Be able to demonstrate Continued Professional Development (CPD)

Remuneration & Benefits:

- Monthly pay with negotiable salary for the right applicant
- Genuine career progression
- 20 days holiday + bank holidays, increasing with length of service
- Training
- In-office gym
- Pension scheme after passing probation period.

Education:

- GCSE or equivalent (preferred)
- CIPD Level 3 – 5 (Ideal)

Licence/Certification:

- Driving Licence (preferred)