

JOB DESCRIPTION

ROLE: Human Resources Graduate (Generalist)

REPORTS TO: Group Human Resources Manager

WORKING HOURS: Monday to Friday 40 hours a week 9 – 6pm

PRIMARY RESPONSIBILITIES

B&S Group's two year training programme will provide you with an excellent opportunity to develop your professional skills across a range of HR disciplines. You will be trained as a Generalist on an administrative basis; thereafter this role will develop into an Assistant HR Officer role where you will be advising Deputy Team Leaders and Line Managers.

This is an exciting opportunity for any Graduate who is keen to kick start their career in a fast-moving HR department.

RESPONSIBILITIES INCLUDE:

Recruitment and Selection

- Advertising positions on job sites
- Thoroughly pre-screening candidates and assisting HR Officer with interviews
- Conducting pre-employment checks such as references and Right to Work
- Drafting Conditional Offer Letters and employment contracts
- Setting up new starters from start to end

Performance Management

- Assisting with the development of training programs
- Assisting with the design of the Learning Management System and following this through to completion
- Maintaining the Performance Management System
- Assisting employees

Payroll Management

- Assisting in the preparation of payroll
- Maintaining the payroll software
- Maintaining the time management software and creating reports
- Producing reports for third party providers on company benefits schemes
- Writing and issuing letters

Other responsibilities

- Dealing with first line enquiries on emails and telephone
- Keeping up to date with immigration checks
- Social media management – Facebook, LinkedIn and Twitter
- Assisting HR Officer with ad-hoc projects
- Maintaining the employee database
- Filing, photocopying and scanning
- Continually review processes and procedures to become more leaner and efficient
- Keeping up to date with legislations and external factors which may affect the business
- Flexible to cover annual leave
- Any other duties as and when required

ESSENTIAL EXPERIENCE

- Minimum 2:1 Honours in any Business/Law/Human Resources related degree
- Clear speaking, listening and written communication skills
- Ability to be assertive at the right times
- Ability to use own initiative
- Ability to adapt to change
- Ability to problem solve
- Ability to meet tight deadlines
- Ability to multi-task and stay organised
- High attention to detail
- Ability to stay calm under pressure
- Ability to work in a team
- Competent in MS Office
- Competent in using Internet Explorer