

## JOB DESCRIPTION

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**ROLE:** Human Resources Assistant

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Group Human Resources Officer

**WORKING HOURS:** Monday to Friday 40 hours a week 9:00 to 18:00pm

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The Human Resources Department is responsible for looking after five hundred employees in the UK and India. With the fast paced nature of the business we are looking to add one more HR Assistant to our team of four HR professionals. If you are looking to work for a fun, ambitious and innovative company that can provide you with a rewarding career, please apply.

### PRIMARY RESPONSIBILITIES

To assist the Group Human Resources Officer in the daily running of a busy Human Resources department, you will be primarily based in Perivale however will be expected to work in our Ruislip branch from time to time.

### RESPONSIBILITIES INCLUDE:

#### Recruitment and Selection

- Pre-screening potential candidates
- Responsible for sending rejection emails/letters
- Arranging interviews
- Conducting employment checks
- Sending and chasing up employment references
- Drafting Conditional Offer Letters and issuing employment contracts
- Assisting in the Induction for new starters

#### Employment Relations

- Dealing with employee related queries via phone and emails in a professional manner
- Assisting the HR Officer in the Disciplinary and Grievances procedures
- Sending letters and writing minutes in a timely manner

#### Performance Management

- Monitoring three monthly, six monthly and annual appraisals
- Assisting Team Leaders/Managers with conducting appraisals

#### Employee Engagement

- To maintain the Intranet pages
- To send out employee greeting cards
- Organising company events

#### Payroll Management

- Monitoring and recording annual leaves and sickness
- Assisting in the preparation of payroll

#### Other responsibilities

- Keeping up to date with immigration checks
- Maintaining the employee database
- Writing and issuing letters
- 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 related degree or Human Resources
- Clear speaking, listening and written communication skills
- Ability to use own initiative
- Ability to adapt to change in a fast paced environment
- Ability to problem solve
- Ability to meet tight deadlines
- Ability to effectively deal with conflict
- 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