

JOB DESCRIPTION

ROLE: Human Resources Administrator

REPORTS TO: Group Human Resources Officer

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

PRIMARY RESPONSIBILITIES

To carry out the daily administration of a busy HR department and assisting the Human Resources Officers.

RESPONSIBILITIES INCLUDE:

Recruitment and Selection

- 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
- Carrying out Induction for Warehouse employees

Payroll Management

- Monitoring and recording annual leaves and sickness
- Assisting in the preparation of payroll
- Maintaining the payroll and auto-enrolment software
- Liaising with third party providers on company benefits schemes
- Writing and issuing letters

Other responsibilities

- Keeping up to date with immigration checks
- 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 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