

JOB DESCRIPTION

JOB TITLE:	Human Resources Administrator
DEPARTMENT:	Human Resources (multi-site support)
REPORTS TO:	HR Manager
EMPLOYEE NAME:	TBC

2. JOB PURPOSE: To provide administrative support to a multi-site HR function.

3. DIMENSIONS

FINANCIAL – Preparation of reports to monitor relevant costs

STAFF – Assist with provision of an HR service across the group

4. PRINCIPAL ACCOUNTABILITIES

- Providing administration support to the HR Manager & wider HR Team
- Compiling, updating & maintaining personnel files
- Upkeep of training matrices for several sites
- Upkeep of personnel records on HR Information System
- Monitoring, trending & reporting on absence and other relevant HR metrics
- Providing administrative support to key HR functions e.g. recruitment, disciplinary & grievance processes
- Minute taking & circulation of minutes in a timely manner
- Collation & analysis of relevant HR metrics and compilation of monthly HR statistics, in conjunction with the HR Manager
- Reporting on relevant KPIs for the HR department
- Compiling contracts of employment & offer letters with support of the HR Manager
- Providing any relevant HR reports in an accurate & timely manner
- Assisting with day-to-day HR operations
- Assisting with planning & administration of occupational health services on site
- Any other administrative duties, as required.

5. KEY RESULTS/OBJECTIVES

- Delivery of relevant reports on HR metrics in a timely and accurate manner
- Maintenance of HR & training records to ensure that live & accurate information is available at all times.

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential:

- Ability to deal with information in a confidential manner
- Minimum of 5 GCSEs (or equivalent) including Maths and English
- IT literate, with good working knowledge of Microsoft package to include Outlook, Word, PowerPoint, Excel
- Flexible
- Able to work with minimal supervision
- Team Player
- Full Driving Licence as some (minimal) travel may be required
- Demonstrating strong administrative, planning & organisational skills
- Excellent communication skills (both verbal & written)

Desirable:

- Previous experience using Time & Attendance and HR Information Systems
- Good knowledge of Microsoft Access
- Working towards CIPD qualification
- Previous experience in an administrative role

This document is designed for guidance only and is not exhaustive. Duties may change or be added and removed to meet the changing requirements of the business. Cover for this role will be provided by Human Resources Manager during holidays or absence.

JOB HOLDER:	DATE:
DEPUTY MANAGER:	DATE:
HUMAN RESOURCES MANAGER:	DATE: