

HR Administrator and Part time PA to Director

Reporting to:	Kate Cravero (Director)
Location:	Mill on the Brue Office
Contract:	Permanent
Hours:	We envisage circa 20 - 24 hours per week. There is flexibility for the right person.

We are looking to appoint an enthusiastic and a highly organised individual in a supporting stand-alone HR role to the Directors. Along with PA to Director role. To be successful in this role, you must have the HR knowledge and experience to be able to work independently. Excellent organisation, communication and IT skills, accuracy and attention to detail are essential. The nature of this role requires a tactful and confidential approach.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Responsibilities:

- Organize and maintain personnel records
- Update QuickBooks database (e.g. record sick or maternity leave)
- Prepare HR documents, such as offer emails, employment contracts and staff handbook
- Revise company HR policies
- Answer employees' queries about HR-related issues
- Assist the smooth running of payroll by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Liaise with company Bookkeeper concerning staff pay
- Manage all recruitment activities across the business.
- Design and upkeep of comprehensive job descriptions.
- Compose, place and update inspiring job adverts on relevant job boards and social media channels to source high quality candidates from a diverse talent pool.
- Create shortlist of candidates and arrange face to face interview.
- Provide timely feedback to all candidates
- Verbally offer role to candidates.
- Undertake reference/background checks.

- Responsible for careers page on website – keep updated and relevant.
- Benchmark salaries where necessary.
- Organise successful onboarding of all new starters.
- Ensure hiring manager has cleared time in their diary for new starters first day to spend time successfully inducting them into the business.
- Be available to welcome and induct new starters on their first day (if necessary) and discuss HR elements.
- Set up new starters on systems/payroll
- Manage appraisal/performance review system
- Undertake exit interviews
- Undertake staff satisfaction surveys

PA

- Diary management
- Planning and scheduling events
- Handling correspondence
- Taking notes at meetings, preparing minutes and distributing to teams

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Requirements and skills

- A Minimum of 5 years' experience working as an HR Administrator
- Computer literacy (MS Office Applications)
- Experience of QuickBooks is beneficial
- Thorough knowledge of employment law
- Degree educated and CIPD Level 3 qualified
- Excellent organizational skills, with an ability to prioritize
- Strong phone, email and in-person communication skills
- A tactful and confidential approach