



HUMAN RESOURCES ASSISTANT

Excellent opportunity for a HR Assistant to join our team on a full-time, permanent basis. Supporting the HR Manager in all aspects of the employee lifecycle. Working to recruit and retain employees, giving them a great work experience and developing our employer brand.

The Role:

- Assisting with recruitment and selection activities, creating job specs, advertising roles, managing applicants, short listing, arranging interviews, collecting monitoring information for Fair Employment returns
- Coordinating onboarding of new employees, generating employment offers, completing company inductions, carrying out right to work checks, creation of personnel files
- Ensuring all new starts have completed relevant H&S inductions and training, issuing uniforms and equipment depending on role
- Organising Learning and Development activities, booking training, sourcing training providers, keeping accurate training records, assisting with submission of training grants
- Assisting with Health and wellbeing initiatives, helping to organise and promote events
- Implementing company policies and procedures, ensuring all employees are aware of their detail and keeping employee handbook updated regularly
- Monitoring employee time keeping and attendance, taking action if required
- Supporting line managers with any HR related issues

The Person:

- Exceptional interpersonal and communication skills, both verbal and written, be approachable to staff at all levels
- Strong attention to detail and good at maintaining accurate records
- Excellent organisational skills with an ability to adapt and prioritise in a fast-paced, ever-changing environment
- Creative approach with the ability to bring new ideas

Essential Criteria

- CIPD Qualified or working towards
- Previous experience in a similar role
- Proficient in the use of Microsoft Office packages