

HR Coordinator – Theale

(Part Time – 24 hours per week, working pattern negotiable)

Job Purpose: To provide a professional, efficient, organised and flexible administration service to the HR BP responsible for Group specific areas ensuring that a high level of service is provided whilst adhering to company policy and best practise.

Key Responsibilities:

Recruitment

- Own the recruitment process – Permanent and Temporary placements. Accountability for online direct recruitment and managing accounts with agencies and arranging PI's.
- Improve the recruitment process whilst driving down the cost of recruitment.
- Eligibility to Work - fully understand the documents needed and the legislation behind it.
- Assist/coordinate the induction process.
- Reporting and analysis of recruitment statistics.

Employee Relations

- Investigate, document and resolve low level personnel issues and complaints.
- Support the HR Business Partner in more complex matters.
- Absence - monitor absence trigger levels.
- Occupational Health - Arrange appointments / update records.

Management Information

- Collection, compilation, and analysis of HR data for monthly reporting.
- Produce HR KPIs on absence, turnover, headcount and temporary staff.

General Administration & Other

- Provide full cover for the HR Administrator and assistance to the flexible benefits programme.
- To assist with updating policies and procedures in line with changes in employment legislation.
- Carry out exit interviews and conduct analysis and identify trends.
- Ownership of maternity and paternity cases.
- Support the health & wellness programme.
- Assist with the coordination and delivery of Learning and Development initiatives.
- Managing HR email inboxes.

Skills, Knowledge and Experience:

- Degree in Business or HR qualification and HR Administrator/entry level experience.
- Strong Administration skills with full use of Microsoft Works package - including excel and PowerPoint.
- Integrity and trust, tact and diplomacy.
- Excellent communication skills, both written and verbal.
- Pro active and able to work at pace to deadlines without compromising accuracy.

CLOSING DATE: Wednesday 4th February 2015

