

<b>JOB TITLE</b>	HR Administrator
<b>LOCATION/ DEPARTMENT</b>	Head Office – Little Blakenham
<b>REPORTS TO/ SUPERVISED BY</b>	HR Officer

## MAIN PURPOSE OF THE JOB: (JOB SUMMARY)

To assist the HR team with the day-to-day administration work ensuring IPRS HR policies & procedures are implemented, adhered to and maintained at all times.

## KEY TASKS AND RESPONSIBILITIES (JOB CONTENT):

### *Main job duties:*

- + General enquiries into the HR Department, via email, telephone and in person, and where necessary referring to the HR Officer
- + Employment letters, including job offers, references, contracts of employment, contract addendums
- + The recruitment and selection process, advertising job advertisements online and arranging, preparing interviews
- + Incoming and outgoing post
- + DBS checks on all new employees
- + Entering accurate information on to various spreadsheets / the HR database and ensuring these are kept up-to-date
- + Enter staff absence onto spreadsheet, ensure we receive return to work forms and monitor triggers
- + Preparation of induction packs
- + Print ID badges
- + Updating the Company's intranet
- + Updating Company Handbook on a regular basis
- + Photocopying, scanning or filing as required

### *General/Additional Duties:*

- + Maintain and update employee records and annual leave
- + Support Line Managers with all aspects of HR from recruitment through to end of employment
- + Updating Company Handbook on a regular basis
- + Carry out any other relevant duties as may be determined by the HR Officer from time to time.

## QUALIFICATIONS, TRAINING AND EXPERIENCE:

- + GNVQ/NVQ Level 2 qualification or equivalent, **(D)**
- + 4 GCSE/O level passes A-C or equivalent, including English and Maths; **(E)**

## EXPERIENCE AND KNOWLEDGE:

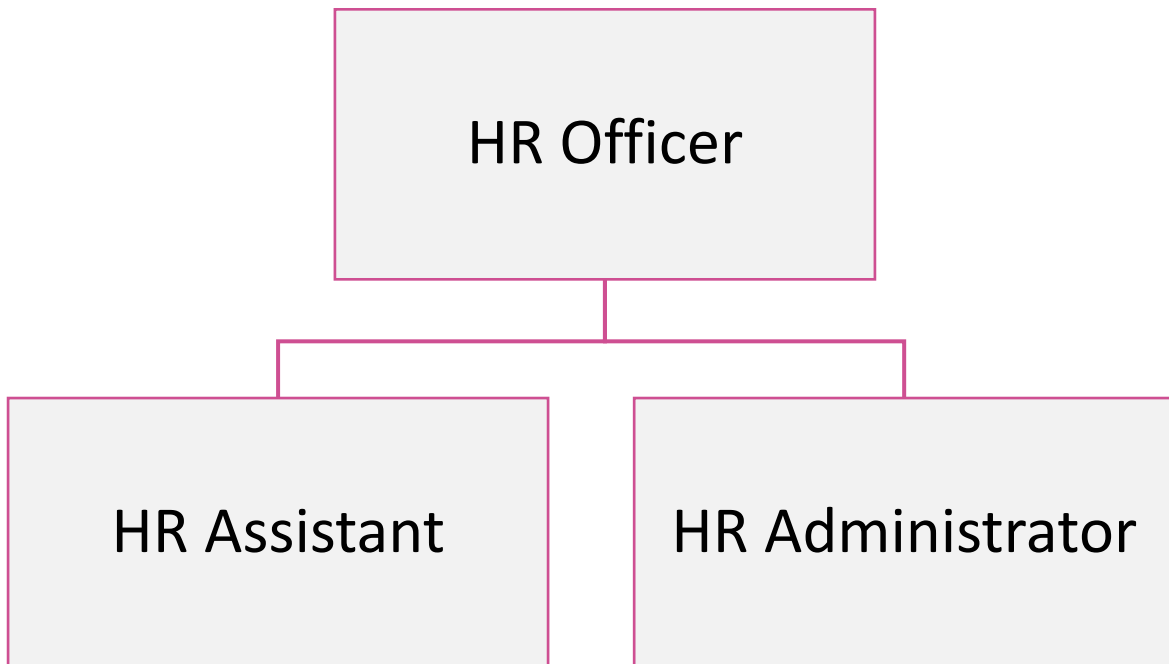
- + Experience of working in an administrative / human resources department **(D)**
- + Experience of using various Microsoft programmes and databases **(E)**

## SKILLS AND ABILITIES:

- + Clear and concise written and spoken communication skills, in particular a friendly telephone manner
- + Attention to detail and the ability to record information accurately
- + Ability to prioritise and meet relevant deadlines in a demanding environment
- + Ability to work on own initiative with minimal supervision in a proactive & methodical manner
- + Ability to communicate effectively with internal and external customers

**DBS check required:** Yes (Basic)

## MANAGEMENT STRUCTURE



**Date:** June 2017