

JOB TITLE	HR Administrator
LOCATION/ DEPARTMENT	Head Office – Little Blakenham
REPORTS TO/ SUPERVISED BY	HR Manager

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):

- + General enquiries into the HR Department, via email, telephone and in person, and where necessary referring to the HR Manager
- + Employment letters, including job offers, references, contracts of employment, contract addendums
- + The recruitment and selection process including advertising vacancies internally and externally
- + 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
- + Print ID badges
- + Place orders for stationary, equipment, staff uniforms, flowers
- + Book hotel, flights and accommodation for staff
- + Maintain and update employee records and annual leave
- + Updating the Company's intranet
- + Updating Company Handbook on a regular basis
- + Photocopying, scanning or filing as required
- + Support Line Managers with all aspects of HR from recruitment through to end of employment
- + Carry out any other relevant duties as may be determined by the HR Manager 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)**
- + Possess good awareness of employment law **(D)**
- + Experience in dealing with confidential and sensitive data **(D)**

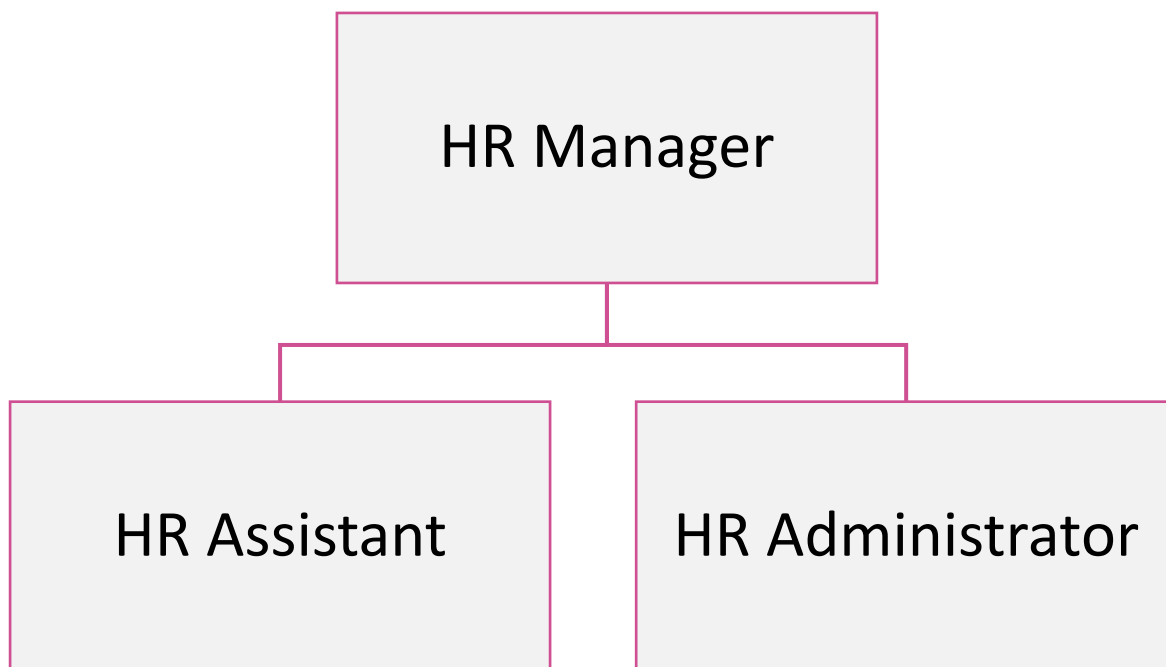
SKILLS AND ABILITIES:

- † 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
- † Ability to perform accurate mathematical calculations

DBS check required:

Yes (Basic)

MANAGEMENT STRUCTURE



Date:

February 2019