

HR Administrator – 9 month contract

Location North East | **Salary** Competitive salary plus benefits

Overview

Our client is a successful organisation based in the County Durham area. They are looking to appoint an experienced HR Administrator/Assistant on a fixed term basis for a period of 9 months. The position will support the site in providing all aspects of HR generalist administration support.

Job Description

The position will involve all aspects of HR administration support and will include the following duties:

- Assisting the HR Manager in providing an efficient HR administration service to the client group.
- Dealing with first line telephone queries into the department and managing them accordingly.
- Developing robust HR administration processes which will support the business in achieving key objectives.
- Managing all recruitment administration in relation to induction; contracts; offers and liaising with management to ensure all related vetting checks are completed.
- Supporting the HR Manager in administering HR letters; documents for internal and external use; supplying administration in support of generalist HR activity and presentations.
- Taking ownership of the HR system to manage the HR administration process effectively and timely.
- Assisting the HR Manager with the review of HR Policies and Procedures.
- Providing accurate administration in support of HR projects.

Person Specification

Successful candidates will have proven administration skills gained from within a busy commercial HR department. The successful candidate will work within a small, supportive HR team and gain excellent exposure in all aspects of HR.

Contract Length

9 month fixed term contract.

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