

HR Administrator

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

Overview

Our client is a national service provider with North East operations headquartered in Gateshead. We are pleased to be supporting them in the recruitment of a permanent HR Administrator. Joining a dedicated and collaborative HR team, the successful candidate will play a key role in delivering high quality administrative support across all areas of the HR function.

Job Description

Reporting to the HR Manager the main responsibilities include:

- Provision of administrative support within the HR Department across all people-related activities.
- Responsible for the maintenance of the HR system and suggest any system improvements.
- Ensuring HR records are accurate and accurate HR records for all employees across the entire employee lifecycle.
- Preparation of letters including but not limited to disciplinary and grievance outcomes and colleague reference requests.
- Support pre-employment checks, onboarding activities and associated due diligence processes.
- Assist the HR team with all generalist HR processes and procedures.
- Management of the HR mailbox and ensuring queries are responded to and escalated appropriately and efficiently.
- Act as a note taker as required in confidential meetings.
- Support with a variety of HR projects as and when directed by the HR Manager.

Person Specification

The successful candidate will ideally have proven and extensive administration skills gained within a HR function as well as general knowledge in supporting all HR competencies. Candidates should have excellent organisational and prioritisation skills and the ability to communicate effectively in a professional manner. The successful candidate will possess strong IT skills and be comfortable in using HR systems.

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