

HR and Recruitment Admin Assistant

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

Overview

Our client is a hugely successful, market leading organisation within the industrial sector with a large base in the North East. Due to continued growth of the organisation an experienced HR and Recruitment Administration Assistant is required to join an established HR function. Reporting to the HR Manager, the remit will involve supporting the organisation in all aspects of HR and recruitment administration within a fast-moving manufacturing environment.

Job Description

Main responsibilities:

- Deliver effective support to the HR team and the wider business ensuring operational excellence across all aspects of the HR and Recruitment function.
- Provide an accurate and efficient HR administration service throughout the entire candidate selection process and employee lifecycle.
- Maintenance of the HR Information and Time Management Systems.
- Supporting the HR team with all generalist HR administration processes and procedures including maternity and paternity requests and starters and leavers.
- Management of absence administration including collating Return to Work documents and updating colleague records.
- Track probationary periods and issuing relevant letters.
- Liaise with Occupational Health and support with pre-employment medicals.
- Maintain accurate and up to date employee records.
- Working with the HR team to support with the onboarding process.
- Accurately and efficiently logging vacancy applications on internal systems.
- Confirming and coordinating interviews with successful candidates.
- Writing Job Adverts and posting to relevant Job Boards and company websites.
- Communicating all vacancies internally.
- Support with direct resourcing for specialist roles using LinkedIn and Job Websites.
- Accurately record information throughout the selection and onboarding processes.
- Provide support with internal and external audits.
- Support in HR projects and in initiatives.

Person Specification

The successful candidate will:

- Have proven recruitment, HR or general administration expertise gained from within a commercial/industrial environment.
- Be able to demonstrate high levels of attention to detail and organisational skills.
- Have previous knowledge of working with HR and/ or recruitment systems.
- Be able to liaise with internal and external stakeholders confidently across a wide spectrum of business specialisms.
- Be adaptable within a fast moving and changing environment.

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