

## HR Assistant

**Location** North East | **Salary** competitive 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 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 administration within a fast-moving manufacturing environment.

### Main responsibilities:

- Provide an accurate and efficient HR administration service.
- Deliver effective support to the HR team and the wider business ensuring operational excellence across all aspects of the HR function.
- 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.
- Provide support with internal and external audits.
- Support in HR projects and in initiatives.

### The successful candidate will:

- Have proven HR administration skills gained from within a fast-paced and commercial HR department.
- Be able to demonstrate excellent administration and communication skills.
- Have previous knowledge of working with HR systems.
- Be adaptable within a fast moving and changing environment.

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