

HR Assistant – Full Time or Part Time

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

Overview

Our client is a successful and innovative organisation based in the Newcastle area. They are looking to appoint an enthusiastic, driven HR Assistant to support the HR Manager in provision of all HR administration and generalist support within a creative environment. This is an excellent opportunity to gain further valuable experience across the full HR remit. Our client is happy to consider both full time and part time applications.

Job Description

Main responsibilities include:

- Support the HR Manager to respond to HR queries in a proactive and professional manner.
- Assist the HR Manager in the upkeep and development of HR policies and procedures in line with best practice.
- Support with end to end recruitment ensuring high levels of service both internally and externally.
- Production of offer letters, contracts of employment and referencing.
- Coordination of new starter inductions.
- Maintain employee records including holiday and absence records as well as changes to Terms and Conditions on the HR System.
- Coordination of people related activity throughout the employee lifecycle.
- Maintain paperwork and prepare reports relating to HR activities.
- Help to deliver the People agenda to drive continuous improvement across the organisation.

Person Specification

The successful candidate will:

- Be enthusiastic and driven to succeed.
- Be personable and able to communicate with people at all levels within the business.
- Have excellent attention to detail and be exceptionally organised.
- Have previous HR administration experience ideally gained within a fast-paced environment.
- Have an understanding of general HR competencies.

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