

HR Assistant

Location North East | **Salary** Highly competitive salary plus benefits

Overview

Our client is a successful, rapidly growing business operating across the industrial sector. An opportunity has arisen on a permanent basis for a HR Assistant who will support the day to day operations of the HR department.

Job Description

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

- Assisting the HR department in providing HR administrative support including the maintenance of their HR Information Systems and Time Management System.
- Supporting the wider HR team with all generalist HR processes and procedures including maternity and paternity requests and starters and leavers.
- Answering general HR queries and providing support to employees.
- Management of absence administration including collating Return to Work documents and updating colleague records.
- Maintaining employee records including holiday and sickness absence records.
- Organisation of occupational health schedules including logging reports and managing follow-ups.
- Preparation of letters including but not limited to annual salary and bonus reviews, disciplinary and grievance outcomes and reference requests.
- Assisting the HR team with all recruitment activities including liaising with external recruitment agents; creating job advertisements and co-ordinating interviews.
- Supporting the HR team in the effective onboarding of new starters.
- Assisting with employee relations matters including note-taking and writing letters.
- Partnering with the wider HR team in driving key HR initiatives including engagement.
- Carrying out ad-hoc HR projects in line with the People Agenda.

Person Specification

The successful candidate will ideally have proven HR, Recruitment of General administration skills gained from within a fast-paced and commercial environment. This role will suit an experienced or aspiring HR Administrator who is looking to support and develop general knowledge across all HR competencies.

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