

HR Assistant

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

Overview

Our successful, reputable client is looking to appoint an HR Assistant on a permanent basis to assist the HR team in the provision of all aspects of HR generalist support. The role will predominantly be based on site in the Newcastle area.

Job Description

The position will include the following duties:

- Assisting the HR Manager in providing an efficient HR administration service to the client group.
- Dealing with first line telephone and email queries into the department and managing them accordingly.
- Managing lower level disciplinary and grievances cases.
- Managing absence cases including attending welfare reviews and monitoring absence trends.
- Developing robust HR administration processes which will support the business in achieving key objectives.
- Managing all recruitment administration in relation to induction; contracts; offers and liaising with management to ensure all related vetting checks are completed.
- Supporting the HR Manager in administering HR letters; documents for internal and external use; supplying administration in support of generalist HR activity and presentations.
- Taking ownership of the HR system to manage the HR administration process effectively and timely.
- Supporting with a suite of HR projects.
- Organising any training material as requested by the HR Manager and line managers.

Person Specification

Successful candidates will have proven administration skills gained from within a busy commercial HR department.

This is an excellent opportunity for a HR Administrator or HR Assistant with demonstrable experience of supporting all aspects of generalist HR within a fast paced environment. The successful candidate will work within a small, supportive HR team and gain excellent exposure in all aspects of HR.

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