

## HR Assistant

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

### Overview

Our client is looking to appoint an enthusiastic HR Assistant on a permanent basis who will support the organisation in providing all aspects of HR generalist and recruitment support. The role will be based on site in Newcastle. This is an excellent opportunity to gain further valuable experience across the full HR remit and work as part of a small and supportive HR team.

### Job Description

Reporting to the Head of HR main responsibilities will include:

- Provision of administrative support within the HR Department across all people-related activities.
- Responding to front line employee queries professionally and efficiently in person, via telephone or email.
- Provision of administrative support for Employee Relations processes, including preparing letters such as disciplinary and grievance outcome communications and colleague reference requests.
- Assisting the HR team with disciplinary and grievance matters including short and long term absence management and lower level disciplinaries.
- Responsible for the maintenance of the HR system and suggest any system improvements.
- Taking a lead on all recruitment related administration and processes including drafting job descriptions; advertising; reviewing CVs; interview coordination; and administering pre-employment checks.
- Supporting the set-up of onboarding programmes.
- Keep up to date with emerging HR issues and changes in legislation.
- Supporting with a variety of HR projects as and when directed by the Head of HR.

### Person Specification

The successful candidate will ideally have proven HR administration skills gained from within a HR department as well general knowledge in supporting all HR competencies.

Candidates should have excellent attention to detail and be able to effectively manage a varied and busy workload. This is a fantastic opportunity to work within an established HR team and will provide the opportunity to learn and develop within a fast-paced, changing environment.

---

0191 488 4955 | [info@michellesimpsonhr.co.uk](mailto:info@michellesimpsonhr.co.uk)