

## HR Coordinator – 9 to 12 month contract

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

### Overview

Our client is looking to appoint an experienced and enthusiastic HR Coordinator initially on a fixed term basis for a period of 9 to 12 months. The role will provide quality HR administration across the entire employee lifecycle and be responsible for the maintenance of employee records and HR systems.

### Job Description

Main responsibilities include:

- Provision of administrative support within the HR Department across all people-related activities.
- Responsible for the maintenance of the HR system and suggest any system improvements.
- Responding to front line employee queries in person, via telephone or email.
- Assist with recruitment related administration and processes including interview coordination and administering pre-employment checks.
- Preparation of letters including but not limited to disciplinary and grievance outcomes and colleague reference requests.
- Support the HR team with all generalist HR processes and procedures.
- Keep up to date with emerging HR issues and changes in legislation.
- Support with a variety of HR projects as and when directed by the senior HR team.

### Person Specification

The successful candidate will ideally have proven and extensive administration skills gained within a HR function as well as general knowledge in supporting all HR competencies. Candidates should have excellent organisational and prioritisation skills and the ability to communicate effectively in a professional manner.

The role offers flexible, hybrid working.

### Contract Length

9 to 12 month fixed term contract.

---

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