

HR Coordinator – Part Time

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

Overview

A fantastic opportunity has arisen for a HR Coordinator to join an established business on a permanent and part time basis. The role will be based on site and will be responsible for the provision of all aspects of HR administration and first line HR support.

The role offers flexible Part Time working over 3-5 days. The working pattern can be agreed to suit the successful applicant.

Job Description

Reporting to the HR Manager, main responsibilities include:

- Provide effective and efficient first line HR advice and guidance to employees across the business.
- Assisting the HR department in providing efficient HR administrative support.
- Take a lead on all recruitment activities including liaising with management and candidates throughout the recruitment lifecycle.
- Managing all recruitment administration in relation to compiling job descriptions; contracts and offers.
- Supporting the set-up of onboarding and induction programmes.
- Maintaining training records.
- Assisting the HR Manager with disciplinary and grievance matters including short and long term absence management and lower level disciplinaries.
- Supporting with payroll administration and processing.
- Partnering with the HR Manager and Senior Management Team in driving key HR initiatives.
- Provide general and practical administrative support.

Person Specification

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

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