

## HR Coordinator

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

### Overview

Our client is a hugely successful organisation operating in the professional services sector based in the Sunderland area. An innovative, market-leader in their field, the organisation continues to expand its operations nationwide.

To support this continued success and growth, an excellent opportunity has arisen for the appointment of a HR Coordinator who will work as part of a talented HR team and the support the business in providing all aspects of HR generalist support.

### Job Description

Main responsibilities will include:

- Delivering effective support to the HR team and the wider business ensuring operational excellence across all aspects of the HR function.
- Providing an accurate and efficient HR administration service throughout the entire candidate selection process and employee lifecycle.
- Maintenance of the HR Information Systems.
- Maintaining accurate and up to date employee records.
- Supporting the HR team with all generalist HR administration processes and procedures.
- Answering and actioning HR queries in a responsive and accurate manner.
- Providing frontline advice to managers and employees in line with best practice, policy and employment legislation.
- Supporting the HR team with all recruitment related activities.
- Taking ownership of the onboarding process including preparing offer letters, contracts and welcome information.
- Partnering with the senior HR team in driving key HR initiatives.
- Carrying out ad-hoc HR projects in line with the HR Agenda.

### Person Specification

The successful candidate will:

- Have proven HR administration skills ideally gained within a commercial HR department.
- Understand how to effectively support in all HR competencies with an appetite to further develop knowledge in all areas.
- Be a self-starter able to work autonomously and as part of a high-performing team.
- Have excellent attention to detail and strong organisational skills.
- Have relevant HR qualifications (ideally minimum CIPD Level 3) or be willing to work towards.

The role will suit an experienced HR Administrator or HR Assistant who has the drive to ultimately develop and get involved in a variety of HR activities and projects.

The position will be primarily office based and offers a competitive salary and benefits package.

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