

Interim HR Administrator

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

Overview

Our client is a large, complex organisation based in the North East. They are looking to appoint an experienced HR Administrator on a fixed term basis for 2-5 months to support their HR team. The role will be based at their Newcastle site but there is flexible and home working on offer.

Job Description

The position will involve all aspects of HR administration and first line support and will include the following duties:

- 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.
- Maintaining the HR system and being responsible for data input and the retrieval of KPI information.
- Managing all recruitment administration in relation to compiling job descriptions; contracts and offers
- Supporting the set-up of onboarding and induction programmes.
- Assisting the HR team with disciplinary and grievance matters including short and long term absence management and lower level disciplinaries.
- Partnering with the HR Lead in driving key HR initiatives.
- Helping to drive continuous improvement with their HR systems and data analysis.
- Supporting the HR team with the delivery of HR projects.

Person Specification

The successful candidate will ideally have proven strong HR administration skills. Previous recruitment experience as part of the HR function will be highly advantageous.

Although it is not guaranteed, there is potential the contract could be extended or made permanent. Candidates must be available to start immediately or imminently.

Contract Length

2-5 month fixed term contract.

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