



**Position: - Human Resource Assistant**

<b>Job Title:</b>	Human Resource Assistant
<b>Hours:</b>	Full Time
<b>Contract Type:</b>	Permanent/Temporary
<b>Salary:</b>	Up to £30,000 depending on qualification and experience
<b>Responsible to:</b>	Human Resource Manager

**Job Description:**

We are looking for an HR Assistant to perform a variety of personnel-related administrative tasks. You will support the HR department in duties like posting job ads, updating HR database and processing employees' requests.

Our HR Assistant position requires excellent organizational skills and the ability to handle sensitive information confidentially. If you are passionate about HR policies and procedures and want to help create a nourishing workplace, this position is for you.

Ultimately, you will gain HR experience in a fast-paced work environment by supporting and improving all HR functions.

**General Main Duties and Responsibilities:**

- Assist with day to day operations of the HR functions and duties
- Compile and update employee
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database
- Supporting HR-related training programs, workshops and seminars
- Entering employee data into computer database
- Overseeing HR events and coordinating management-employee communications
- Continuously learn the latest HR best practices to improve workplace efficiency

## Human resource Assistant – Personal Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Proven previous administrative experience.</li> <li>• Numerate with excellent attention to detail.</li> <li>• Advanced Microsoft Office skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in business management</li> <li>• Economics,</li> <li>• Finance</li> <li>• Psychology</li> <li>• Chartered Institute of Personnel and Development (CIPD)</li> </ul>
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<p><b>Communication skills:</b> As a HR Assistant you must have excellent communication skills which are essential in any HR department, as you will provide the link between the human resource management and staff at all level. Additionally, as an HR assistant you will need to be a people person, providing information to employees on all kinds of issues, including complaints and queries. Being able to communicate orally, digitally and via the written word is imperative.</p> <p><b>Teamwork:</b> You will be required to work within a team which is an essential skill needed to be a successful HR Assistant. For example, if there has been conflict between employees within one department, an HR assistant may research team building activities to implement in order to enhance teamwork.</p> <p><b>Conflict resolution:</b> There are many common issues within the workplace. These include:</p> <ul style="list-style-type: none"> <li>• Employee pay disputes,</li> <li>• Harassment problems,</li> <li>• Conflict between team members</li> <li>• Health and safety matters.</li> <li>• Knowing how to deal with it is imperative as an HR assistant.</li> </ul> <p><b>Research:</b> Being able to demonstrate excellent research skills such as:</p> <ul style="list-style-type: none"> <li>• Current UK legislation.</li> <li>• Regulations on diversity within the workplace to provide training for employees.</li> </ul> <p><b>Proactivity:</b> Being proactive in order to recognise potential problems before they occur.</p> <ul style="list-style-type: none"> <li>• Be aware of the latest news and trends within human resources, as well as any innovations in technology.</li> <li>• Being open to further training and development</li> </ul>	

	<p><b>Recruitment:</b> Being involved with the recruitment process:</p> <ul style="list-style-type: none"> <li>• Including reading CVs</li> <li>• Selecting appropriate candidates for interviews.</li> <li>• Ensuring candidates diversity.</li> <li>• Demonstrating key skills in administration by issuing new staff the correct contracts and verifying identification.</li> </ul> <p><b>Analysing:</b> Ability to analyse data to determine how they affect the business, such as</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Employee performance and retention.</li> </ul> <p><b>Knowledge of human resources:</b> Previous employment experience within human resources such as:</p> <ul style="list-style-type: none"> <li>• Being able to understand and execute duties involving recruitment, administration and teamwork</li> </ul> <p><b>Software skills:</b> As an HR assistant you should possess competency in a range of HR software and tools. It's highly likely that you will use software on a daily basis, whether that's scheduling software, company databases or office programs.</p>	
<p><b>Physical:</b></p>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> </ul>	
<p><b>Personal Qualities:</b></p>	<p>As a HR Assistant you will need to have the following attributes:</p> <ul style="list-style-type: none"> <li>• Enjoy working with people.</li> <li>• Be patient, tactful, diplomatic and approachable.</li> <li>• Be able to stay calm in difficult situations.</li> <li>• Have good commercial awareness.</li> <li>• Be confident about gathering facts and statistics.</li> <li>• <b>Communication:</b> The need to be able to get a point across clearly and succinctly will be vital, whether dealing with employees or senior management, so strong communication skills are a must.</li> <li>• <b>Empathy:</b> There will be times when team members reach out to HR assistants when they have problems. Empathy and understanding are must-haves for those handling employee issues.</li> <li>• <b>Trustworthiness:</b> Being able to handle sensitive information at times, and will need to be trusted. This is far more than a</li> </ul>	

	<p>basic administrative assistant role.</p> <ul style="list-style-type: none"><li>• <b>Loyalty:</b> We will be looking for a long-term commitment to the business which will help to make HR team stronger, and able to support all aspects of the company's functions.</li><li>• <b>Self-motivation:</b> As well as working strongly in a team, we are looking for a HR assistant, when necessary to work on their own.</li><li>• <b>Ability to multi-task:</b> HR departments are extremely busy at times, and Multi-tasking is something all HR assistants have to be adept in.</li></ul>	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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