

Job description	
Job Title	HR Administrator
Main purpose of the role	To provide confidential administrative assistance to support the smooth running of Keeping HR Simple, working with a variety of businesses to provide a full range of HR support. This role brings the opportunity to broaden your HR knowledge and will give you hands on experience of everything a career in HR has to offer.
Location and pay scale	Based at KHRS offices in Peterborough (some working from home may also be a possibility) £16-£21k
Reports to	The Directors
Hours	Full-time 9am – 5pm Monday to Friday
Key Responsibilities and Deliverables	<p>HR administration Provide administration support for clients as follows: Advising on queries such as holiday entitlement calculations, statutory leave entitlements etc; Drafting correspondence for employees e.g. invitations to hearings, redundancy consultations etc; Drafting and updating contracts of employment and staff handbooks; Attending formal meetings in support of the client (training will be given); Handling personal and highly confidential information.</p> <p>Recruitment Support - provide support with client recruitment campaigns including: acknowledging receipt of applications; dealing with queries; filtering applications against specified criteria; sending rejection emails; making interview arrangements; following up with interview feedback; checking references.</p> <p>PA support to the Directors: Producing confidential meeting minutes from notes and recordings; Making travel arrangements; Managing diaries, including making appointments; Assisting with arranging events/training courses.</p>

KEEPING HR SIMPLE

it's who we are and what we do

	<p>General administrative support: Ordering stationery and office supplies as required; Supporting marketing activities by managing suppliers and projects; Printing, collating, binding and filing documentation as required; Preparing outgoing post; Keeping client records up to date on the CRM system; Filing confidential paperwork.</p> <p>Sales administration: Contacting existing clients on a monthly basis to identify if any assistance is required; Producing set up documentation for new clients.</p>
Other Responsibilities	Other administrative responsibilities on an ad hoc or project basis. Attendance at business networking events from time to time. Attendance and support at business exhibitions.
Working Relationships	The Directors, KHRS clients as required
Major Challenges	This is a busy role which will require flexibility and the ability to multi-task effectively.
Career Progression	Opportunities available within KHRS with business expansion.
Date of Preparation	February 2017

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	Good standard of Maths and English to GCSE or equivalent level – Grades C or above	A-level English and Maths to Grade C or above
Experience, Knowledge and Skills	Good typing speeds Excellent telephone manner and customer service skills Must be able to multi-task and work on own initiative as well as following instructions Computer literate – able to use Word, Outlook and Excel Previous experience at HR Assistant level or experience of dealing with HR-related matters in a different role	
Personality, Character Traits and Disposition	Flexible and adaptable Able to take on challenges Tenacious Able to work under pressure at times Interested in people and able to deal with people at all levels of authority	
Miscellaneous	References will be taken up Must be able to provide proof of the right to work in the UK	Full clean driving licence and access to own transport