



Job Description HR Administration Assistant

Reports to

People Partner

Job Purpose

Provide an effective administrative service to the People Team throughout the recruitment, employee lifecycle processes and People projects.

Values and Behaviours**Believe in better**

- Strive to make every experience exceptional
- Make every decision and action a responsible one; compliant, ethical, respectful and good for our planet
- Think commercially and compassionately to deliver exceptional value
- Strive for simple and be data led
- Make incremental improvements everyday, to set new standards we can all be proud of.

Here for each other

- Be kind, listen closely, trust and be trusted as we encourage and support each other to bring out our best
- Promote inclusivity, embrace diversity and recruit on fit first
- Welcome partnerships and collaborations so we might enjoy the benefits that new perspectives bring.

Love to learn

- Be curious to try, fail and learn by experimenting inside a safe space
- Commit to developing yourself and your skills and others along the way
- Take pride in contributing to the bigger picture, and help us to grow sustainably
- Take the lead. Be confident with your ideas, voice and actions.

Accountabilities

- Acting as a point of contact for all general HR People queries
- Managing employment documentation for casual workers across the business.
- Assist with recruitment processes including creating job postings, logging applications, scheduling interviews. Ensure that Safer Recruitment needs / checks are met (references, Disclosures, Right to Work, Qualifications etc) and preparing offer letters.
- Maintain accurate and up-to-date employee records on our HRMIS system, including personnel files, performance appraisals and SSSC registrations.
- Supporting additional projects as and when required.
- Contributing to the People team and continuous improvement.

Knowledge and Experience

- MS Office skills (proficient in using Word & Excel)
- Previous office administration experience
- Excellent attention to detail and organisation skills
- Customer focused to deliver a great service to all employees
- Experience of contributing to the performance of a successful team
- Good verbal, written, and interpersonal communication skills