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| Job Title: | HR Assistant |
| Work Location | Pershore |
| Reports To (Line Manager): | Office Manager |
| Your main purpose is: | As HR Assistant you will work under the guidance of the HR Management team and assume responsibility for providing HR and payroll administrative support to ensure effective and efficient operations. |

Key Responsibilities and Accountabilities

- Ensure that the human resource absence and time management system Actin Time is updated and accurate.
- Assist payroll by providing relevant employee information, i.e. holiday and sick days taken.
- Produce HR reports as requested by HR Management team and line managers
- Report daily absence to Payroll and Line Managers.
- Maintain employee electronic records and personnel records, ensuring confidentiality and Data Protection Legislation is fully complied with.
- Assist with the onboarding process including the delivering of inductions, Right to Work checking and reference checks.
- Support HR Management team with any recruitment requirements such as scheduling of interviews and interview packs.
- First point of contact for employees with any ad-hoc HR related queries.
- Assisting with creation of Job descriptions.
- General administration duties, including the maintenance and updating of training matrix's, employee trackers, scheduling of training and H&S requirements.
- Prepare and process HR letters, exit interviews, meeting minutes and other documents as and when required.
- Any other task or participation deemed appropriate by the Office Manager.
- Assist with reception duties when required
- Support Office administration team with telephone answering and general office duties as required.

Person Specification

Essential –

- General HR and payroll administration experience working with bespoke, Microsoft systems and databases
- Experience of working in an office and process led environment.

Desirable –

Understanding of an Engineering or Manufacturing environment

Skills

- An ability to adjust actions in relation to other's priorities
- Good organisational skills, able to manage and prioritise own workload and meet deadlines in a very timely manner
- Approachable, enthusiastic, discreet with a resilient attitude
- Attention to detail
- Able to work calm under pressure
- Aptitude for continuous improvement
- Excellent Written and Oral communication skills
- High competency of ICT Skills / IT systems and applications including MS Word and Excel

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list and the post-holder might be expected to undertake other duties across the wider directorate, commensurate within the level of responsibility of this post, for which the post holder has the necessary experience or training and reflective of the changing needs of Transcal Engineering.