

HR Administrator**Location:** Derby Head Office.**Hours:** Mon-Fri 8.30am to 5.30pm with half hour unpaid break**Salary:** £22 to £24k

We are a Steel Construction Specialist who provides concept to completion projects to the Agricultural, Commercial and Industrial sectors. The company is a family business which has grown into one of the most recognised names within the steel industry.

This is a fantastic opportunity for anyone wanting to embark on a new career in HR and to join a growing business. This is a newly created position, reporting to the HR Manager. The primary function will be to provide a high level of confidential HR administrative support to the HR Manager in all areas of generalist HR management. A key focus will be to help implement effective HR processes, procedures and monitoring systems in order to provide a professional and consistent HR service throughout the business.

Job Role:

- To provide generalist day to day HR support, dealing with aspects of recruitment, induction, absence, holidays, disciplinary, grievances, development and the leaver process.
- To undertake and ensure the accuracy of HR administration, including offer letters, preparation of contracts, and other documentation for weekly paid staff.
- To ensure personnel records are kept up to date and in line with legislation and GDPR requirement
- To maintain and ensure accuracy of the HR database system (Bright HR) and Timetastic system.
- To provide recruitment support; with advertisements, the booking of interviews, collating new starter packs, arranging inductions and liaising with recruitment agencies.
- To work alongside Supervisors to ensure that absence, time-keeping and probationary periods are managed effectively
- Providing note-taking support in disciplinary and grievance hearings.
- Supporting to keep job descriptions up to date.
- Setting up and maintaining various monitoring systems, for the production of HR statistics.
- Supporting a strategic approach to training, development and performance management.
- Day to day administrative tasks including filing, scanning, printing and copying.
- Liaising closely with Finance/Payroll to ensure all employee terms and conditions are managed and recorded accurately.

Person:

- Proactive, driven and self-motivated
- Displays exceptional communication and is highly organised.
- Excellent interpersonal skills with a professional and personable approach
- Ability to communicate effectively at all levels.
- A team player who actively supports the team and has excellent attention to detail.
- An ability to work under pressure.

Experience/Skills/Education:

- Part qualified CIPD or interested in pursuing as career development.
- GCSE at least grade C or 6 in Maths and English
- Previous experience of working within a similar role
- Some knowledge of employment law, preferable
- Ability to manage and prioritise own workload and meet set deadlines
- Strong IT skills with good working knowledge of MS office products
- Experience of developing and/or updating HR policies and procedures.

Benefits:

- 29 days holiday including bank holidays
- Contributory pension scheme and life assurance
- Pleasant new purpose built modern working environment
- Free car parking
- Dress down Friday
- Twice daily visit from local food van.

To apply please send your CV and covering letter to jobs@robinsons.com