

Job Specification

- Job title:** Human Resources Administrator (Part-time)
- Working location:** Hethel Engineering Centre, Chapman Way, Hethel, Norwich NR14 8FB
- Reporting to:** Managing Director
- Responsibility for others:** None
- Job Description:** To provide a range of HR administrative services for the company as necessary including:
- Supporting and maintaining all aspects of recruitment
 - Provide the company directors and managers with support on all HR issues, this includes managing and administration for everything HR related ie Appraisals, reviews, training etc
 - Provide support with the management of holiday and sickness
 - Provide assistance with payroll / pensions
 - Support with the completion of development grants and funding applications as required
 - Maintenance of HR / timesheets / training records
 - Keep up to date with employment law and attend relevant training for this
 - Provide support with other administration when necessary ie QA and H&S
 - To ensure full compliance with the Company's QA standards in all relevant reporting, documentation, record keeping and procedures relevant to your role
- Pre-requisites:**
- At least 3 years direct experience working within an HR department
 - CIPD qualification desirable, but not essential
 - Strong initiative and extremely well organised, methodical and efficient with the ability to self-motivate
 - Excellent communication skills, both written and in person
 - You are expected to conduct yourself in a professional manner compatible with the goals and aims of the company
 - Positive attitude.
 - Good time management skills and a strong delivery performance.
 - Assess, manage and resolve problems/issues.
 - Adapt and react to internal and external customers.
 - Flexible attitude and ability to cope well with the demands of a rapidly growing company.
 - Willingness to learn and develop as an individual.

The above list is not an exhaustive list of duties and you will be expected to be flexible in your working attitude, and complete additional tasks to support the company and the overall business objectives of the organisation.