

HR Administration Assistant Wanted

Full Time Permanent Position
Salary £19,500, 37.5 hours a week

This is an exciting opportunity to join the HR Department and step into the world of Human Resources!

We are looking for a HR Administration Assistant, based at our Head Office in Radstock, to provide HR & Payroll administrative support to the team.

The successful candidate will ensure that all areas of the HR function are documented in line with legislative requirements & Society policy & procedure; including, but not limited to: Starters & leavers, employment forms, appraisals, job chats, & Rota checking, recording sickness absences & H&S documentation.

Closing date 07/08/2022. however, we will close the vacancy earlier should the right person be found.

If you believe you have the knowledge, skills & experience then please email your CV to jobs@radstock.coop quoting the job title.

Start Date	Location	Contract	Work Schedule
Immediate	Head Office Radstock	37.5hrs pw	Monday to Friday 8:45-17:15

Duties will include undertaking some or all the following:

- Review store rotas efficiently collaborating with store managers on anomalies to deliver accurate payroll input
- Employment changes: Process new starters, leavers, & changes in accordance with Society procedures
- Record meetings, upload documentation and schedule future reviews e.g., Job chats, ACE reviews
- Co-ordinate training events, record attendance, completion, on HR system
- Maintain accurate & up to date metrics on a weekly basis for data analysis
- Update & maintain HR budget, record details of expenditure for analysis
- Review, co-ordinate, & book Health & Safety compliance tasks e.g., PAT testing, Legionaries, Forklift, Emergency Light testing etc.
- Upload & communicate Health and Safety records to relevant stakeholders & follow up as necessary
- Undertake basic administration e.g., filing, scanning, & upload documents to HR shared area & HR and Payroll system
- Maintain documentation in line with legislative requirements
- To play a full & active part in your 1:1s & appraisal to help identify & remedy barriers to optimum performance.
- To comply with Society's policies in particular Health & Safety, Equal Opportunities, Computer, Internet, & Email Use.
- To undertake such other duties that may be required from time to time commensurate with own capabilities.

You will

- **Be computer literate with a strong working knowledge of MS office; Excel, Word Outlook, & Power Point**
- **Be a confident communicator both verbal & written.**
- **Enjoy collaborating & working co-operatively with various stakeholders**
- **Excel in attention to detail & be well organised, able to prioritise according to competing workloads.**
- **Be assertive & confident in communications; through email, telephone, & MS teams & have an inquisitive personality, seeking to improve & review systems & data.**