**HR ADMINISTRATOR**

**JOB DESCRIPTION**

**Salary:** £20,000 to £22,000 per annum gross depending on experience

**Working hours:** 37.5 hours per week, Monday to Friday (core hours of 10 AM to 4PM)

**Location:** The Old Music Hall- Oxford 106-108 Cowley Road OX4 1JE

# **The Post**

We are looking for a motivated individual who is looking to kick-start their career in HR, working in a varied generalist role. Whether you've just left college or university and would love to work in HR, or you already have admin experience, here's your chance to use those communication, computer and attention-to-accuracy skills in a varied and interesting role.

The HR Administrator will assist in all facets of the employee lifecycle. The main objectives of this role are to create a great candidate experience, support managers, and care for our employees through overall support of the HR Team.

The role will also be responsible for supporting the HR Manager with a number of administrative and coordination duties. You will report directly to the HR Manager.

Your main duties will include, but not limited to:

* Responsible for updating the HR System and ensuring any adjustments are recorded accurately, before passing to our payroll administrator (starters, leavers, contract or salary changes, benefits, maternity/paternity/adoption pay and other).
* Ensure that all new contracts are drawn up in a timely manner, as well as contract variation letters or a new contract, where an existing employee has changed their terms and conditions of employment. Support with any HR communications as needed.
* Work with the Payroll Administrator to ensure the payroll data is accurate for processing on monthly basis.
* Liaise with the line managers and the Operations team to ensure that employees have all equipment required to start their job including a phone line, mobile phone, PC/Laptop, desk, etc.
* Liaise with our IT provider to ensure new starters have the correct IT accounts set up.
* Giving support to employees on how to use the HR system and the recruitment system.
* Provide administrative support for all elements of the employee lifecycle, including but not limited to; recruitment and selection, on-boarding, performance cycle, change management, exit processes.
* Provide first-line advice to the business in relation to day-to-day people queries
* Effectively maintain HR records in accordance with relevant legislation
* Assist the HR Manager with projects as required.
* Assist the HR Manager in managing employee relations cases including disciplinary, grievance, and other such issues by taking notes, gathering information and data, writing up findings and producing letters as necessary.

**Person Specification**

This is a busy, demanding and ‘hands on’ role that will require a ‘can do’ attitude by the successful applicant. This role is for someone who is extremely organised, process driven with great problem-solving skills. The successful candidate will be a skilful administrator with prior experience and/or keen interests in Human Resources, with a strong will to learn.

Essential Criteria:

* Proficient with Microsoft software, especially Excel and Outlook
* Have excellent communication skills and phone manner
* Be highly organised and efficient
* Be able to prioritise work and multi-task
* Experience of applying a keen attention to detail to your work
* Able to demonstrate a flexible approach to work
* Experience of being able to act quickly and effectively on their own initiative
* Willingness to work flexibly in response to changing organisational requirements.

Experience (Desirable):

* Previous experienced of working in an HR role at this level
* Excellent administration skills and experience

Personal values:

* Be committed to social and environmental issues
* Have a high level of confidentiality with the awareness of the importance of confidential information

### **Contractual Details**

This is a permanent full-time role with a three-month probationary period. The roles benefits include 25 days holiday entitlement pro-rata as well as statutory bank holidays.

We offer a company contribution up to 7% to a pension dependant on scheme choice, a free company bicycle scheme with bicycle maintenance costs, season ticket loans, interest free personal loans, as well as other benefits.

Please note, you must be eligible to work in the UK in order to apply for this role. No agencies

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