

Employer: **Tros Gynnal Plant**

Position: **HR Administrator**

Principal duties

Recruitment – under the guidance of the HR & Pensions Manager, you will carry out all the administrative functions relating to the recruitment of any new staff including:

- Obtaining authorisation for recruitment from senior management
- Placing job advertisements and preparing application packs
- Administrate the application, shortlisting and interview processes
- Obtain references and undertake Disclosure and Barring Service (DBS) and other legislative checks as required
- Prepare offer letters and contracts of employment

Day to day duties include:

- Acting as the first point of contact dealing with routine correspondence and phone calls not requiring the personal attention of the HR & Pensions Manager
- Creating and updating manual and computerised HR records including sickness absence, annual leave, employment history and pay records etc
- Updating Excel payroll records
- Coordinating staff probationary periods and annual appraisals
- Chasing all outstanding HR information
- Supporting the HR & Pensions Manager where required
- Ensuring that appropriate standards of confidentiality and security are maintained at all times

The ideal candidate should:

- Have a minimum of 2 years administrative experience (ideally in a HR environment or have an interest in HR)
- Have strong organisational and administrative skills
- Be competent in using IT software such as Microsoft Office Word, Excel and Outlook.
- Have excellent attention to detail skills
- Good communication skills
- Be able to prioritise, juggle tasks and work using their own initiative
- Have a confident and professional telephone manner
- Be adaptable and flexible
- Be process driven