

HR Administrator

Job description

Job Profile

Position Title:	HR Administrator
Company Background:	<p>ABEC is an Energy and Building Management System Specialist carrying out new Installations & Projects, Maintenance and Energy Management Services. This is a fast-growing company with a turnover of circa £16M with offices in Tewkesbury and Wokingham, consisting of over 70 staff and a network of sub-contractors and suppliers with ambitious plans to grow considerably over the next five years.</p>
Purpose of the Role	<p>An exciting opportunity has arisen for an experienced HR Administrator to work with the HR Manager. The HR department consists of an HR Manager and Training & Development Co-ordinator and this role is an addition to the team due the growth of the business.</p> <p>You should be a friendly, fun, decisive and knowledgeable with HR experience. We offer the successful applicant a great scope and variety of work, assisting with a large variety of HR administrative duties.</p>
Division/Department:	Human Resources
Location:	Wokingham Office
Reports to: Title:	<p>Emma Birch HR Manager</p>
Salary & Benefits:	TBC per annum basic salary + up to 10% on achieving objectives
Probationary Period:	6 months' probation
Performance Review Date:	
Type of position (FT, PT, apprentice etc):	Full time

Hours of work:	Core hours are 8.45 am – 5.15 pm, Monday – Friday (Full Time) 37.5 per week.
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My duties and responsibilities in this position are:

1. Deal with day-to-day HR queries and questions, escalating to the HR Manager when necessary.
2. Responsible for all the documentation maintenance and updates for the People HR portal (HRIS).
3. Support the recruitment process which includes but is not limited: DISC profiling, offer letters, contracts.
4. Coordination of all new starter paperwork and induction, including reference checking, DBS checks, relevant certifications required to do the job, new starter forms etc.
5. Support the overall on-boarding process from start to finish eg: Engineer’s PPE, industry cards etc.
6. Management of all visa applications/work permits and right to work checks for all staff.
7. Point of contact for all European payroll partners.
8. Management of the absence policy, chasing the sickness certification forms and including the return-to-work process is completed as and when required.
9. Maintenance of all employee files and confidential HR folders in the relevant drives.
10. Provide admin and note taking support for a range of issues including investigations, disciplines, grievances, performance, wellbeing, absence issues, probation reviews, etc
11. Support the annual appraisal process, issue any pay review, and bonus letters.
12. Support the employee leaver admin process eg: return of company property, equipment, tools, PPE.
13. Support the Occupational Health process as and when required.
14. Supporting the Training Coordinator with administration.
15. Supporting the Talent Specialist/Manager with administration.
16. Supporting the HR Manager with administration.
17. Being responsible for the successful operation of the Wokingham Office. This may include liaising with suppliers such as specialists and cleaning contractors and procurement of office supplies.

Results required for this position:

n/a

Standards required for this position:

1. I will always demonstrate the ABEC Core Values.
2. I will continually strive to achieve my objectives.
3. I will always be a strong advocate for ABEC.
4. I will adhere to the highest standards of ethical and professional behavior.
5. I will role model and adhere to the policies and procedures I create for the business.

I have the following knowledge and experience which is needed for this position:

1. Outstanding administration experience with a desire to continually improve and streamline processes
2. Ability to work on own initiative and a willingness to learn
3. Hard working and quick turn-around of tasks is essential in our high demanding work environment
4. Ability to communicate effectively at all levels with good interpersonal skills and a confident telephone manner
5. Knowledge of using an HR system, preferably People HR or similar.
6. Good organisational skills and an ability to prioritise with excellent attention to detail and a "can do" attitude
7. Proven ability to handle confidential and sensitive management issues & information
8. Ability to work under pressure and to deadlines
9. Experience of producing correspondence to a high standard of accuracy
10. Calm, proactive, approachable person who takes ownership of an issue from end to end
11. You also need to be able to maintain an awareness of the requirements of employment law and best practice to ensure compliance with all legal requirements

I have the following skills and qualifications needed for this position:

1. CIPD certificate minimum level 3
2. Graduate degree or equivalent
3. Proven track record working with senior managers and key stakeholders
4. Experience of working as a Senior HR Administrator.
5. Experience of supporting Senior Managers.
6. Experience of Human Resource Information Systems (HRIS)
7. Excellent Microsoft package skills (word, Excel, Outlook, Power Point)
8. Excellent organisation and people skills.

Other/special requirements for this position:

n/a

