



HR & Recruitment Administrator

Job description

Job Profile

Position Title:	HR & Recruitment 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 80 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 & Recruitment Administrator to work with the HR Manager and Talent & Development Manager. 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</p> <p>HR Manager</p>
Salary & Benefits:	TBC per annum basic salary + up to 10% on achieving
Probationary Period:	objectives
Performance Review Date:	6 months' probation
Type of position (FT, PT, apprentice etc):	Full time

Hours of work:	hours are 8.30/9.00 am – 5/5.30 pm, Monday – Friday (Full Time) 37.5 per week.
My duties and responsibilities in this position are:	
<ol style="list-style-type: none"> 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. Manage and coordinate the full 360-recruitment process for all hires except Senior Manager hires (handled by the HR Manager). Including screening candidates where necessary and guiding the managers through the recruitment process from ATR, candidate management, agency management, direct hire management etc. 4. Coordinate the agency PSL (preferred supplier list) and keep updated 5. Coordination of all new starter/onboarding processes: reference checking, DBS checks, relevant certifications required to do the job, new starter forms 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 (when appointed). 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. Manage all staff paperwork and People HR documentation from: promotions, variation in contracts, probation completion etc. 11. Provide admin and note taking support when required for a range of issues including investigations, disciplines, grievances, performance, wellbeing, absence issues, probation reviews, etc 12. Support the annual appraisal process, PDP's (personal development plan management). 13. Support the exit/leaver process eg: return of company property, equipment, tools, PPE. 14. Support the Occupational Health process as and when required. 15. Book all Training courses and liaise with Managers regarding training needs and requirements – in line with Talent & Development Manager's guidance. 16. Supporting the HR Manager with ad hoc administration as and when required. 17. Being responsible for the successful operation of the Wokingham Office when required. 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:	
<ol style="list-style-type: none"> 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 behaviour. 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. Experience of managing the recruitment process.
3. Ability to work on own initiative and a willingness to learn
4. Hard working and quick turn-around of tasks is essential in our high demanding work environment
5. Ability to communicate effectively at all levels with good interpersonal skills and a confident telephone manner
6. Knowledge of using an HR system, preferably People HR or similar.
7. Good organisational skills and an ability to prioritise with excellent attention to detail and a "can do" attitude
8. Proven ability to handle confidential and sensitive management issues & information
9. Ability to work under pressure and to deadlines
10. Experience of producing correspondence to a high standard of accuracy
11. Calm, proactive, approachable person who takes ownership of an issue from end to end
12. 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. Experience of working in an HR and Recruitment role.
2. Graduate degree or equivalent
3. Proven track record working with senior managers and key stakeholders
4. Experience of supporting Senior Managers.
5. Experience of Human Resource Information Systems (HRIS)
6. Excellent Microsoft package skills (word, Excel, Outlook, Power Point)
7. Excellent organisation and people skills.

KPI's for this position: (linked to annual 10% bonus)

1. 24-hour response to execute offer letter and employment contract to new joiner.
2. All onboarding tasks administration completed within 5 days of signed contract and offer letter.
3. Support the annual Recruitment KPI target eg: ca: 3 hires per month April 22 – Mar 23.
4. Keep all People HR "Tasks" updated so none fall into "overdue" (red).
5. Update HR policies/procedures and staff handbook to reflect any bi-annual employment law updates where necessary.

