

People Administrator

London

Purpose of Job:

We are looking for a proactive, personable and thorough Administrator to join our people team to support our national business. You will support the people team with all administration duties in relation to people processes, recruitment and learning and development.

Excellent attention to detail, communication skills and the ability to prioritise is essential, along with demonstrable administration experience within a similar role. Whilst experience within the people function is preferred, this is not essential.

This is a fantastic opportunity to join a small team and get exposure to all aspects of the people function which provides great opportunities for development and progression. If of interest to the successful candidate we can offer opportunities to complete a level 3 or level 5 apprenticeship in HR or Learning & Development.

This is a hybrid role which offers opportunities to work from home.

Duties and Responsibilities:

- + Creating and issuing employment documentation
- + Undertaking pre-employment checks and onboarding of new employees
- + Processing leavers
- + Producing and issuing employment documentation such as contract variation, parental leave, employee relations
- + Employee benefits administration
- + Maintaining HR data including sickness absence, probation, personal review schedules
- + Maintaining personnel files
- + Maintain our employee intranet, The Edge
- + General administration including filing
- + Maintain our L&D platform, Learning & Development wheel
- + Arrange and coordinate CPD's
- + Issue and collate feedback for all training undertaken (CPD, external courses etc.)
- + Apply for Skills/CSCS cards
- + Maintain L&D data including qualifications & memberships, professional development, apprenticeships
- + Support with the coordination of awareness events for our wellbeing schedule
- + Support with the coordination of our annual Mental Health Awareness Week and National Apprenticeship Week

This list is not exhaustive and we would expect the successful candidate to be willing to undertake ad-hoc duties within the team.

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Commit to achieving or maintaining professional status through the relevant professional institution

Person Specification:

	Essential	Desirable
Knowledge	<p>Competent using Microsoft packages including; Word, Excel and PowerPoint</p> <p>Competent using outlook email and the internet</p>	<p>Understanding of pre-employment processes i.e. right to work checks, undertaking references</p>
Skills	<p>Excellent communication skills and confidence to communicate with all levels of seniority</p> <p>Excellent time management and the ability to manage multiple tasks and priorities at busy times</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail</p>	
Experience, qualifications and prospects	<p>Experience working in an administrative support role</p>	<p>Previous experience working within the people function at an administrative level – HR, recruitment, learning & development</p> <p>Business or HR qualification</p> <p>CIPD membership</p>
Attributes and Personal characteristics	<p>Personable and approachable</p> <p>Excellent team working and interpersonal skills</p> <p>Flexible and proactive approach to work</p> <p>A passion to build a career and progress within the business</p>	<p>An interest in sustainability</p>