



## **HR Co-ordinator - PLACEMENT STUDENT**

### **Description**

Responsibility for the day-to-day HR admin including time and attendance system, booking agency staff, calculating annual leave requests and employee relation cases. The role will offer the successful applicant generalist HR experience.

### **Main Responsibilities of the Job:**

- Recruitment and selection admin including placing of adverts, scheduling interviews, preparing interview packs, making offers of employment, reference checking, arranging pre-employment medicals and processing all fair employment monitoring information.
- Process new starts and leavers on all in-house systems.
- Managing the time and attendance system to include the creation of all relevant weekly and monthly reports to payroll.
- Working closing with recruitment agencies daily to arrange daily temp production staff and completion of all relevant timesheets.
- Maintain and update effective filing system in both electronic and paper formats.
- Assist line managers with minute taking in employee relation cases.
- Provide regular absence management support to line managers including calculating Bradford points, creating return to work interview and arranging independent occupational health appointments as required.
- Update leave requests onto appropriate administration systems in and timely and accurate manner.
- Handling general queries in a confidential and professional manner.
- Any other duties as required.

### **Essential Criteria**

Education: Minimum of A-C GCSE qualification in English and Maths or equivalent. Currently studying towards a third level qualification specialising in Human Resource Management.

Special Skills: You must be professional, have a high degree of initiative, have the ability to relate to and understand all areas of the business and work in a confidential manner. You need to demonstrate and lead by the company values.



Circumstances: You must be flexible with regards your working hours and be able to travel outside of Northern Ireland if required.

### **Desirable Criteria**

Experience: Working knowledge of a busy office environment.

### **Key Terms & Conditions**

Contract Type: Full Time, 1 year placement contract. 6-month probationary period applies.

Hours of work: 40 Hours per week inclusive of break times. Mon – Fri 8.30am – 5pm

Salary range: £7.61 per hour for 6 months increasing to £8.12 per hour after probationary period.  
Payment is made weekly by BACS transfer

Pension: 3% employer contribution (3% employee contribution is mandatory for employer contribution)

Holiday Entitlement: 5.6 weeks inclusive of all statutory holidays and factory closures.

Healthcare Package: Westfield Healthcare Level 1 cover for the employee: Available after 6 months and covers the employee's children under the age of 18. Non-contractual and fully funded by the company.

Life Assurance Package: £10,000. Available after 6-month service.

Terms and conditions do apply.

Please submit your CV along with the company monitoring form before Monday 24th April 2017 at 4pm.