

## HR Admin Job Description

Stage Electrics are looking for an ambitious, motivated individual to join the team as our HR administrator. Working closely with all members of staff including Senior Management and Directors. The role is a varied and interesting position reporting into the Finance Manager. We are looking for someone who will work 25 hours per week, over 5 days on site.

Responsibilities include (but are not limited to):

- Be the first point of contact for all general HR queries including responsibility for managing the general HR e-mail inbox
- Be a team player with excellent communication and interpersonal skills, with the ability to multitask and work independently.
- Completing all administrative HR processes in a timely and efficient manner, including scanning and digitally filing of all employee documentation
- Supporting on various employee relation projects including disciplinaries, grievances, performance management and training and development
- Supporting and managing long term absence cases and return to work arrangements
- Manage the data for HR including maternity, absence, and holidays
- Assistance on Health and Safety administration.
- Assisting with any other duties as required

To be considered for the role, you will have:

- Good administration skills.
- HR admin experience.
- Strong communication and interpersonal skills.
- Good IT skills and be particularly comfortable working with MS Word and Excel
- Excellent attention to detail and strong organisational skills
- The ability to use your own initiative

Benefits:

- Company pension

Salary:

- £25k per annum (pro rata)

Schedule:

- Flexible - Monday to Friday Part Time (25 hours), Permanent

Experience:

- Human Resources: 1 year (preferred)

Work remotely:

- No

*Stage Electrics complies with the Equality Act 2010. We do not discriminate on the grounds of age, sex, race, disability, religion, sexual orientation, gender reassignment, pregnancy or marital status.*