



ADVERTISEMENT

Job Title: HR Assistant
Department: HR Department, GreyStar Europe
Responsible to: Business Support Manager
Hours: 37.5 hours per week (Monday – Friday)
Contract: Fixed-term (6 months)
Start date: 16th July 2012

Closing Date: Friday 01/06/2012
Interview Date: Friday, 15/06/2012

Duties:

To provide efficient and effective administrative support, ensuring service users are provided with key information on HR and payroll processes and procedures.

To provide advice to employees, managers and supervisors on general HR queries relating to terms and conditions of employment e.g. annual leave; notice periods; pay rates.

To manage employee training and development to include sourcing and scheduling of courses, logging training undertaken and providing line management with training reports.

Responsible for monthly payroll process to include timesheet data entry, payroll administration and employee queries.

To administer HR-related documentation such as offer letters, contracts of employment, holiday forms, pay-slips and training certificates.

To administer and monitor employee annual leave and sickness records.

To maintain employee files and the HR filing system, both digitally and hardcopy.

To assist with the day-to-day efficient operation of the HR department.

Qualifications required:

CIPD Certificate in Personnel Practice (CPP) or CIPP National Payroll Certificate

Other:

A current valid UK driving license is essential. Mainly office-based, may be required to travel to other GreyStar Europe sites if necessary.

A competitive remuneration package is offered, salary banding is between £17, 500. 00 to £19,000.00
Interviews will take place at GreyStar Europe Head Office (below address) on Friday 15th June.

Please send your CV and a covering letter to:

Aimee Mackay, Business Support Manager
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