

ALLFORD HALL MONAGHAN MORRIS

JOB DESCRIPTION: HR ASSISTANT

Job title: HR Assistant (F/T)
Reporting to: HR Manager
Working With: Directors, All Staff, Recruitment Agencies, Applicants

SUMMARY OF POSITION

The primary function of the role is to take shared responsibility for the recruitment function as well as the administration function of the HR department. You will be required to develop, maintain and update Cascade, the HR database and ensuring that its full functionality is applied to the day to day running of the HR department. Cover for team members will also be necessary from time to time and this will include knowledge of employment law and legislation.

The HR Assistant will:

- Maintain day to day recruitment requirements (shared with another HR Assistant)
- Maintain day to day contact with all staff as necessary, actioning requests and changes
- Assisting in all tasks as necessary
- Cover for other members of HR team during times of absence

MAIN DUTIES:

Recruitment

- Liaise with the Hiring Manager to understand the requirements for the role
- Manage recruitment inbox, including print & grade Architectural CVs
- Attending resource meeting with HR Assistant and/or HR Manager
- Producing and updating reports (weekly/monthly resource summaries)
- Coordinating the entire interview booking process and liaising with the Hiring Manager
- Creating interview packs
- Update the Cascade recruitment module
- Posting job adverts on company website, job boards etc.
- Liaising with recruitment agencies, reviewing T&Cs
- Checking recruitment invoices, raising PO's
- Liaising with the HR Manager regarding offers

Cascade Administration

- Maintain accurate information on Cascade database
- Maintain Cascade Task list
- Action tasks as required

Benefits

Complete required paperwork and maintain Cascade records for

- Denplan
- PMI
- EAP
- Any future benefits offered

Appraisals & Reviews

- Ensuring all staff/managers are contacted at one month & six weeks into employment
- Ensuring all 3 & 6 months reviews are completed in a timely manner
- Managing and booking of all annual appraisals
- Collecting and processing all paperwork associated with appraisals and reviews
- Distributing any correspondence to employees

Additional Duties

- Work Experience first day inductions
- Booking in CSCS tests

- General administrative duties for HR team
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Personal Attributes

- Highly organised and logical
- Discretion
- Confidentiality
- Approachable
- Ability to work under pressure and remain calm
- Excellent communication skills
- Cheerful/helpful personality
- Ability to multi task
- Interest in legal aspects of HR and further qualifications
- Aptitude and interest in development of the HR database

Qualifications

- Educated to A'level standard
- A minimum of 2 years in a similar role
- Previous recruitment experience and HR administration skills essential

FUTURE:

Training

- Assist in updating all training records on Cascade database
- Manage the Cascade training module work flow
- Book trainers, rooms and attendees for courses
- Assist in organising training courses and workshops
- Attending training sessions