

Administrator - Construction

[Apply Now](#)

Company: Hunter Mason Consulting Ltd

Location: Iver Heath

Category: construction-and-extraction

Office Admin and HR Assistant Duties

- Responsible for developing and implementing office policies and procedures.
- You'll be the go-to person for all things admin-related.
- Coordinate with IT department on all office equipment and updating the inventory list.
- Collaborate with team members to streamline office processes and improve efficiency.
- Manage the employee full life cycle including pre-employment checks (right to work, DBS, references), onboarding to exit interviews, employee relations.
- Maintain employee records according to policy and legal requirements as well as processing staff absence and holiday requests.
- Assisting with disciplinary and grievance hearings as required.
- Supporting with the recruitment process and liaising with recruitment agencies.
- Maintain accurate GDPR compliant records for all staff using inhouse databases Office

Admin and HR Assistant

Skills Required

- Strong administrative background, excellent communication skills
- Excellent computer skills, particularly in Excel and Word, and good English language proficiency in speaking and writing.
- You must have previous HR experience within travel
- Self-motivated with the ability to work unsupervised.
- Prioritise workflow while meeting deadlines.
- You'll be flexible and a good team player.

[Apply Now](#)

Cross References and Citations:

1. [Administrator - Construction CleanerjobsnearmeJobs Iver Heath Cleanerjobsnearme ↗](#)
2. [Administrator - Construction Doctorjobsnearme Jobs Iver Heath Doctorjobsnearme ↗](#)
3. [Administrator - Construction Agriculturejobs Jobs Iver Heath Agriculturejobs ↗](#)
4. [Administrator - Construction Cardiologistjobs Jobs Iver Heath Cardiologistjobs ↗](#)
5. [Administrator - Construction SchoolcounselorjobsJobs Iver Heath Schoolcounselorjobs ↗](#)
6. [Administrator - Construction Ukjobscentral Jobs Iver Heath Ukjobscentral ↗](#)
7. [Administrator - Construction Ukjobscareer Jobs Iver Heath Ukjobscareer ↗](#)

8. Administrator - Construction Topjobsearch Jobs Iver Heath Topjobsearch ↗
9. Administrator - Construction Ridesharingindustryjobs Jobs Iver Heath Ridesharingindustryjobs ↗
10. Administrator - ConstructionSearcheruropeanjobs Jobs Iver Heath Searcheruropeanjobs ↗
11. Administrator - ConstructionHtmljobsJobs Iver Heath Htmljobs↗
12. Administrator - ConstructionBangladeshjobs Jobs Iver Heath Bangladeshjobs ↗
13. Administrator - ConstructionMobileappjobsJobs Iver Heath Mobileappjobs↗
14. Administrator - ConstructionAutomobilejobs Jobs Iver Heath Automobilejobs ↗
15. Administrator - ConstructionEnforcementjobsJobs Iver Heath Enforcementjobs↗
16. Administrator - ConstructionVeterinaryjobs Jobs Iver Heath Veterinaryjobs ↗
17. Administrator - ConstructionCanadajobscareer Jobs Iver Heath Canadajobscareer ↗
18. Administrator - Constructionlexpertini Jobs Iver Heath lexpertini ↗
19. Administrator - construction Jobs Iver heath ↗
20. AMP Version of Administrator - construction ↗
21. Administrator - construction Iver heath Jobs ↗
22. Administrator - construction Jobs Iver heath ↗
23. Administrator - construction Job Search ↗
24. Administrator - construction Search ↗
25. Administrator - construction Find Jobs ↗

Source:<https://uk.expertini.com/jobs/job/administrator-construction-iver-heath-hunter-mason-consult-221507516/>

Generated on: 2024-05-03 by Expertini.Com