

## Administrator - Construction

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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.

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