

HR Administrator

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Company: Merrifield Consultants

Location: City of London

Category: management

Merrifield Consultants are delighted to be partnering with an International Legal Membership

Organisation to recruit a Human Resources Administrator.

Job Title: HR Administrator

Salary: £28,000 - 30,000/annum

Contract: Permanent, full-time position

Location: City of London

Hybrid: 2 days a week in the office

The Human Resources Administrator will provide comprehensive HR administration support to the Human Resources Director. This includes managing recruitment processes, maintaining HR data accuracy, assisting in performance management, providing advice and guidance to staff and line managers, and ensuring compliance with all relevant policies and procedures.

Responsibilities:

Recruitment and Selection:

Manage all aspects of recruitment advertising and applicant responses, ensuring compliance with GDPR rules and organisational protocols.

Produce offer letters, contracts, and onboarding documentation, ensuring legal compliance and adherence to organisational standards.

Ensure efficient onboarding procedures for new staff, contractors, and volunteers.

Performance Management:

Support the HR Director in the annual performance review process, ensuring timely completion and accurate data management.

Assist in the production of pay review spreadsheets and performance plans for all staff.

Provide guidance to line managers on effective staff management in line with organisational protocols. Data Management:

Maintain accurate HR data in the HR Information System, ensuring GDPR compliance and confidentiality.

Produce reports and analysis for decision-making purposes and management reporting.

Manage leaver processes and ensure accurate records maintenance. Person

Specifications:

Previous experience in a professional, confidential working environment.

Excellent written English and communication skills.

Strong administrative skills with attention to detail.

Proficiency in Microsoft Office suite, particularly Outlook, Word, and Excel.

Strong adherence to processes and established protocols.

Ability to work effectively in a fast-paced environment and under pressure.

Excellent organisational and multitasking abilities.

Professionalism, discretion, and strong interpersonal skills.

Adaptability and resilience. If you are a dedicated and experienced HR professional looking to contribute to a dynamic team and make a difference in an international

membership organisation, we encourage you to apply.

We practice a diverse and inclusive recruitment process that ensures equal opportunity for all we work with, irrespective of race, sexual orientation, mental or physical disability, age or gender. As an organisation, we encourage applications from all backgrounds and will ensure measures are met when required, to allow a fair process throughout.

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