

HR Assistant! Central London - £45,000

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Company: Corecruitment

Location: United Kingdom

Category: other-general

Human Resources Assistant – London!

Title: HR Assistant

Location: Central London

Salary: Up to £45,000

Currently looking for a HR Assistant for an amazing private hospitality venue. A great opportunity to join a fantastic team within a premium, stylish working environment. You must come from a restaurant background!

About the Role:

New starter administration and on-boarding / leaver processes

Coordinating the staff benefits programme

Support in candidate interviews

Ensuring the smooth running of various HR systems

Drafting references and requests for information regarding employees

Answering basic queries on HR policies and procedures including; holidays, sickness absence or triaging queries to the correct P&C contact

About you:

Experience or proven interest in Human Resources administration

Highly organised with an ability to multi task and project manage

Outgoing and confident with excellent communication skills

Competency in the use of Word, Excel and Microsoft Office tools

Background in the hospitality industry

Interested in this amazing challenge? Contact Sophie Book with your updated CV – or call 0207 790 0666

COREcruitment operates one of the best referral schemes in the industry - know anyone looking for a new challenge? click here to send your CV - you could earn up to £500!

*To view other great opportunities please check out our [website](#) or call us on **+44 207 790 2666** for a confidential chat about upcoming opportunities. Likewise, if you are looking to recruit then we would love to hear from you.*

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