

HR Assistant

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Company: Office Angels

Location: City of London

Category: other-general

Job Advert: HR Assistant (Temporary & Hybrid Working)

Our client, a leading organisation in the Southwark area of London, is seeking a motivated and dedicated HR Assistant to join their team on a temporary basis. This is a fantastic opportunity for an individual who is looking to gain valuable experience in the HR field and contribute to the success of a reputable company.

As the HR Assistant, you will be responsible for providing administrative support to the HR team and assisting with various HR functions. Your main duties will include, but are not limited to:

Assisting with recruitment and onboarding processes, including posting job adverts, screening candidates, conducting interviews, and preparing employment contracts.

Maintaining accurate employee records and ensuring all documentation is up to date and compliant with relevant legislation.

Oversee the coordination and scheduling of all medical appointments, screenings, and examinations for employees throughout the organisation.

Supporting employee relations by helping to resolve employee issues and providing guidance on HR policies and procedures.

Assisting with training and development initiatives, including organising and coordinating training sessions and maintaining training records. To be successful in this role, you should have

a strong interest in HR and possess excellent organisational and multitasking skills. You should also have exceptional attention to detail and a proactive approach to problem-solving.

The ideal candidate will have:

Previous experience in an administrative or HR assistant role

Excellent verbal and written communication skills

Proficiency in Microsoft Office Suite

A good understanding of employment legislation and HR best practices

The ability to maintain confidentiality and handle sensitive information with

professionalism This is a temporary position with an attractive hourly rate ranging from £13ph to £14ph, depending on experience.

The office is conveniently located just a 6-minute walk from London Bridge train station, ensuring easy access for commuters. Additionally, parking is available nearby within a 9-minute walking distance from the office.

If you are a motivated individual looking to kick-start your career in HR and make a positive impact within a reputable organisation, then we would love to hear from you. Apply today with your CV and a brief cover letter outlining your suitability for the role. (url removed)

Please note that due to the high volume of applications we receive, only successful candidates will be contacted. However, all applications will be kept on file for future opportunities.

Our client is committed to diversity and inclusion in the workplace. We encourage applications from candidates of all backgrounds and experiences, as well as individuals from underrepresented groups.

Take the next step in your HR career and join our client's team as an HR Assistant today!

Office Angels is an employment consultancy. We put expertise, energy, and enthusiasm into improving everyone's chance of being part of the workplace. We respect and

appreciate people of all ethnicities, generations, religious beliefs, sexual orientations, gender identities, and more. We do this by showcasing their talents, skills, and unique experience in an inclusive environment that helps them thrive.

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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