

HR Assistant

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Company: Bell Cornwall

Location: Royal Leamington Spa

Category: other-general

HR Assistant

Leamington Spa

£24,000 – £28,000 p/a

Bell Cornwall Recruitment are delighted to be working with a rapidly growing finance and legal organisation in the Leamington Spa area. They are looking for HR assistant to take on a wide range of central service and office management support tasks.

Duties and Responsibilities of HR Assistant:

On-boarding and induction tasks such as preparing contracts, offer letters, necessary hardware/software set up, overseeing probation processes

Co-ordinate recruitment processes by liaising with relevant line managers, drafting adverts, setting time scales, and arranging interviews

Assist with staff development, coordinating mandatory annual training and recording its completion for staff

Be the primary contact for queries on the HR system, acting as a systems administrator and ensuring the database is up-to-date and accurate

General day-to-day administrative including leavers, projects, service improvements, and payroll

The Ideal Candidate:

Significant experience within a HR function

Exposure to co-ordinating recruitment processes

Proactive nature with an exceptional work ethic

Exemplary written and verbal communication skills

Happy to travel into the office full time (5 days a week)

This company supports external learning and development courses to further your education and qualifications.

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