

## HR Assistant

[Apply Now](#)

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.

[Apply Now](#)

## Cross References and Citations:

1. HR Assistant [Socialworkjobs Jobs Royal Leamington Spa Socialworkjobs](#) ↗
2. HR Assistant [Aucklandjobs Jobs Royal Leamington Spa Aucklandjobs](#) ↗
3. HR Assistant [Omanjobs Jobs Royal Leamington Spa Omanjobs](#) ↗
4. HR Assistant [Sanfranciscojobs Jobs Royal Leamington Spa Sanfranciscojobs](#) ↗
5. HR Assistant [Raleighjobs Jobs Royal Leamington Spa Raleighjobs](#) ↗
6. HR Assistant [Contractjobs Jobs Royal Leamington Spa Contractjobs](#) ↗
7. HR Assistant [Seouljobs Jobs Royal Leamington Spa Seouljobs](#) ↗
8. HR Assistant [Educareer Jobs Royal Leamington Spa Educareer](#) ↗
9. HR Assistant [Startupjobsnearme Jobs Royal Leamington Spa Startupjobsnearme](#) ↗
10. HR Assistant [Fishjobs Jobs Royal Leamington Spa Fishjobs](#) ↗
11. HR Assistant [Theflexiblejobs Jobs Royal Leamington Spa Theflexiblejobs](#) ↗
12. HR Assistant [Realestatejobsnearme Jobs Royal Leamington Spa Realestatejobsnearme](#) ↗
13. HR Assistant [Mexicojobs Jobs Royal Leamington Spa Mexicojobs](#) ↗
14. HR Assistant [Thehiredjobs Jobs Royal Leamington Spa Thehiredjobs](#) ↗
15. HR Assistant [Searcheruropeanjobs Jobs Royal Leamington Spa Searcheruropeanjobs](#) ↗
16. HR Assistant [Seouljobs Jobs Royal Leamington Spa Seouljobs](#) ↗
17. HR Assistant [Jordanjobs Jobs Royal Leamington Spa Jordanjobs](#) ↗
18. HR Assistant [Berlinjobsearch Jobs Royal Leamington Spa Berlinjobsearch](#) ↗
19. Hr assistant [Jobs Royal leamington spa](#) ↗
20. AMP Version of Hr assistant ↗
21. Hr assistant [Royal leamington spa Jobs](#) ↗
22. Hr assistant [Jobs Royal leamington spa](#) ↗
23. Hr assistant [Job Search](#) ↗
24. Hr assistant [Search](#) ↗
25. Hr assistant [Find Jobs](#) ↗

