

## HR Coordinator

[Apply Now](#)

Company: Spire Healthcare

Location: United Kingdom

Category: business-and-financial-operations

HR | Administrator | Full Time | Competitive Salary | Hartswood | Juniper House |

Permanent

Spire Hartswood Hospital is looking to recruit a HR Coordinator to join our fantastic hospital on a permanent basis to provide support to our HR Advisor and the wider team.

Spire Hartswood Hospital is a 49 bed hospital with 4 theatres and offers a comprehensive range of services and facilities. Our vision is to be recognised as a world class healthcare business bringing together the best people who are dedicated to developing excellent clinical environments and delivering the highest quality patient care.

### **Duties and responsibilities:**

You will be required to support the HR Advisor with tasks and projects as required.

New Employee file audits

Prepare colleague welcome folders

Prepare colleague welcome mails

Arrange Welcome Events including sending invitations, managing attendees, collating Attendance Register

Keep folders current – moving new leavers on a regular basis

Email, phone, face to face queries – 1st line support

Support with note taking in meetings

Redirect HR related calls or distribute correspondence to the appropriate person of the team  
Schedule meetings, Interviews, HR events and maintain the teams agenda

**Who we're looking for:**

Highly literate and numerate

Strong ability in using MS Office, Excel and MS Powerpoint

Outstanding communication and interpersonal skills

Experience working in a similar capacity within HR or General Administration

Ability to handle data with confidentiality

Good organizational and time management skills

BSC/BA in Business Administration or relevant field

Team player with a flexible approach to work

High personal standards and quality of work output

Resilient, assertive and meticulous

**Benefits:**

We offer employees a competitive salary as well as a comprehensive benefits package which includes but is not limited to:

35 days annual leave inclusive of bank holidays

Employer and employee contributory pension with flexible retirement options

'Spire for you' reward platform - discount and cashback for over 1000 retailers

Free Bupa wellness screening

Private medical insurance

Life assurance

**Please see the attached benefits leaflet for more information.**

[Apply Now](#)

**Cross References and Citations:**

1. HR Coordinator UruguayjobsJobs United KingdomUruguayjobs ↗
2. HR Coordinator Firefighterjobsnearme Jobs United KingdomFirefighterjobsnearme ↗
3. HR Coordinator KualalumpurjobsJobs United KingdomKualalumpurjobs ↗
4. HR Coordinator BangkokjobsJobs United KingdomBangkokjobs ↗
5. HR Coordinator Karachijobs Jobs United KingdomKarachijobs ↗
6. HR Coordinator Productmanagementjobs Jobs United Kingdom Productmanagementjobs ↗
7. HR Coordinator GuatemalajobsJobs United KingdomGuatemalajobs ↗
8. HR Coordinator Entryleveljobs Jobs United KingdomEntryleveljobs ↗
9. HR Coordinator Jobscanada Jobs United KingdomJobscanada ↗
10. HR CoordinatorSearchenginejoblistings Jobs United Kingdom Searchenginejoblistings ↗
11. HR CoordinatorCinemajobs Jobs United KingdomCinemajobs ↗
12. HR CoordinatorSearchamericanjobs Jobs United KingdomSearchamericanjobs ↗
13. HR CoordinatorAbudhabijobsearch Jobs United KingdomAbudhabijobsearch ↗
14. HR CoordinatorSearchamericanjobs Jobs United KingdomSearchamericanjobs ↗
15. HR CoordinatorJobspakistan Jobs United KingdomJobspakistan ↗
16. HR CoordinatorNetherlandsjobs Jobs United KingdomNetherlandsjobs ↗
17. HR CoordinatorLondonjobs Jobs United KingdomLondonjobs ↗
18. HR CoordinatorSocialnetworkingjobfinder Jobs United Kingdom Socialnetworkingjobfinder ↗
19. Hr coordinator Jobs United kingdom ↗
20. AMP Version of Hr coordinator ↗
21. Hr coordinator United kingdom Jobs ↗
22. Hr coordinator Jobs United kingdom ↗
23. Hr coordinator Job Search ↗
24. Hr coordinator Search ↗

25. Hr coordinator Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/hr-coordinator-united-kingdom-spire-healthcare-76a097f480>

Generated on: 2024-04-29 by Expertini.Com