

## HR Generalist - Part Time

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Company: Love Recruitment

Location: Chester

Category: office-and-administrative-support

## HR Administrator

PartTime: 24 hours a week Weds Fri95.30

**Location**Wilmslow

**Salary**:13728

This exciting parttime HR Generalist role offers a unique opportunity to contribute towards shaping company culture and being an integral part of the dynamic team.

### About the Role: HR Generalist PartTime

We are currently seeking a proactive and experienced HR Generalist to join our Wilmslow based clients team on a parttime basis. This role is critical in supporting the organizations various HR functions including recruitment employee relations performance management and HR policies ensuring to contribute positively to our workplace environment.

### Key Responsibilities:

Processing of new starters including Proof of Right to Work in the UK checks information gathering and collating drawing up contracts and offer letters sending IT requests processing on payroll.

Processing of contract changes including sending out letters updating on payroll and with IT

Processing of leavers including sending out letters updating on payroll and with IT

exitinterviews

Ensuring all Young workers have aRisk Assessment on file

Filing on employeepersonnel files

Dealing with referencerequests

Conducting reference requests forpotential employees

Control of DBS checksmonitoring all completed

Scanning in of physicalletters such as DEAs AEO Child Maintenanceletters

Chasing up of signed documents with linemanagers

Processing uniform orders (approvingthose requested online from clubs)

Conductpayroll checks and audits where necessary

Notetaking for HR cases

Training up HODs and GMs newto the business on all things HR admin

Buildingrelationships with peers and stakeholders

Building strong relationships with HR BusinessPartners

Run the stafflottery

Monitor the HR email inbox and actionemails as needed

### **Whats onOffer:**

Training and development opportunitiesthat will enable you to advance as far as your talent anddetermination will take you

Offering you the opportunityto study and achieve your level 35 & 7 CIPD

28days holiday including public/bank holidays

Free gymmembership with a plus one and children under 15 plus 2

discountedmemberships for family members or friends

Workplacepension scheme

Discount on retail and caf products

### **ThePerson...**

We are looking for experiencedGraphic Designer who can demonstrate a high level of experiencewhen running their own projects with an body of work to call upon.This role will have direct reports so will need an element ofmanagerial experience too Ideally you have worked in a fast pacedenvironment before and have a real passion for it. If you have a passion

for fitness and design with drive to succeed this is the role for you! Your recruiter for this role is Cam Bridger Account Director at Love Recruitment and can be contacted simply by applying for this role below. Love Recruitment are a fitness recruitment agency specialising in hundreds of fitness jobs like these. Lauren is a health and fitness recruitment specialist for the whole fitness sector and if keen to be considered please apply now. Only applicants meeting the strict criteria outlined above will be contacted as part of the shortlisting process.

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