

Human Resources Assistant

[Apply Now](#)

Company: LocalJobs4U

Location: Manchester

Category: other-general

Are you an energetic, detail-oriented professional with a passion for people? Do you aspire to work within a collaborative environment where your skills in Human Resources will be challenged and nurtured? If so, we have the perfect opportunity for you. We are a growing Manchester-based company in search of a Human Resources Assistant to play a key role in our team's success.

Position Overview:

As a Human Resources Assistant, you will support our HR team in managing recruitment processes, maintaining employee records, assisting with payroll processing, and coordinating various HR projects. Your role will be essential in fostering a positive work environment and ensuring smooth HR operations.

Key Responsibilities:

- * Assist in recruitment processes, including posting job ads, scheduling interviews, and conducting initial screenings.

- * Maintain up-to-date employee records and handle confidential information with discretion.

- * Support onboarding processes for new hires.

- * Aid in payroll processing and benefits administration.
- * Coordinate training sessions and seminars.
- * Provide general administrative support to the HR department.
- * Comply with UK employment laws and regulations.

Qualifications:

- * Bachelor's degree in Human Resources, Business Administration, or a related field.
- * 1-2 years of experience in Human Resources or a related administrative role.
- * Proficient in Microsoft Office Suite and HR software (e.g., PeopleSoft).
- * Excellent verbal and written communication skills.
- * Strong organisational skills with an eye for detail.
- * Ability to work both independently and as part of a team.
- * Eligibility to work in the UK.

What We Offer:

- * Competitive salary.
- * Opportunities for professional development and growth.
- * Comprehensive benefits package, including health, dental, and pension.

* A vibrant work culture within a supportive team.

* Convenient London location.

How to Apply:

Please send your CV and a cover letter detailing your relevant experience.

[Apply Now](#)

Cross References and Citations:

1. Human Resources Assistant [UltimatejobfinderJobs ManchesterUltimatejobfinder](#)
2. Human Resources Assistant [Jobsinaustria Jobs ManchesterJobsinaustria](#)
3. Human Resources Assistant [BollywoodjobsJobs ManchesterBollywoodjobs](#)
4. Human Resources Assistant [Workfromhomejobs Jobs Manchester Workfromhomejobs](#)
5. Human Resources Assistant [KuwaitjobstodayJobs ManchesterKuwaitjobstoday](#)
6. Human Resources Assistant [Sqljobs Jobs ManchesterSqljobs](#)
7. Human Resources Assistant [Androidjobs Jobs ManchesterAndroidjobs](#)
8. Human Resources Assistant [MathematicsjobsJobs ManchesterMathematicsjobs](#)
9. Human Resources Assistant [Highestpayingjobs Jobs Manchester Highestpayingjobs](#)
10. Human Resources Assistant [Spainjobs Jobs ManchesterSpainjobs](#)
11. Human Resources Assistant [Losangelesjobs Jobs ManchesterLosangelesjobs](#)
12. Human Resources Assistant [Therapistjobs Jobs ManchesterTherapistjobs](#)
13. Human Resources Assistant [Fitnessjobs Jobs ManchesterFitnessjobs](#)
14. Human Resources Assistant [Findsalesjobs Jobs ManchesterFindsalesjobs](#)
15. Human Resources Assistant [Courtjobs Jobs ManchesterCourtjobs](#)
16. Human Resources Assistant [Veterinaryjobs Jobs ManchesterVeterinaryjobs](#)
17. Human Resources Assistant [Jobsinsaudi Arabia Jobs Manchester](#)

Jobsinsaudiarabia ↗

18. Human Resources AssistantAccountantjobs Jobs ManchesterAccountantjobs ↗

19. Human resources assistant Jobs Manchester ↗

20. AMP Version of Human resources assistant ↗

21. Human resources assistant Manchester Jobs ↗

22. Human resources assistant Jobs Manchester ↗

23. Human resources assistant Job Search ↗

24. Human resources assistant Search ↗

25. Human resources assistant Find Jobs ↗

Source:[https://uk.expertini.com/jobs/job/human-resources-assistant-manchester-localjobs4u-](https://uk.expertini.com/jobs/job/human-resources-assistant-manchester-localjobs4u-220205104/)

[220205104/](https://uk.expertini.com/jobs/job/human-resources-assistant-manchester-localjobs4u-220205104/)

Generated on: 2024-04-30 by [Expertini.Com](https://uk.expertini.com/)