



An opportunity currently exists in the Raunds for a:

Human Resources Administrator

REPORTS TO: HR Manager
LOCATION: Raunds
SHIFT PATTERN: Monday-Friday
HOURS: 25 per week

PRIMARY JOB PURPOSE

This is a role to provide HR support and assistance to the HR Manager and Line Managers across all sites. This is around 250 employees.

KEY ACCOUNTABILITIES:

Responsibility for:

- Advise/support/coordinate with HR Manager on all employee related matters, e.g.
 - o Recruitment
 - o Attendance
 - o Sickness
 - o Performance
- Support with maintaining/updating company policies
- Support with preparing the monthly payroll and year end returns in conjunction with the HR Manager and our central payroll team based in Castleford
- Administration of company benefits
- Responsible for issuing and following up Contracts and New Starter Packs
- Responsible for all Long Service Awards
- Managing our HR system (Bodet)
- Looking after our graduate programme
- Be responsible for organising all Audiometry checks (Raunds) and all healthcare monitoring with our Occupational Health provider (AXA)
- Responsible for issuing Contracts and Starter Packs to new Employees, and ensuring these are completed correctly
- Responsibility for maintenance of the Apprenticeship Levy Account
- Provision of monthly corporate reporting information on employee numbers and used / available annual leave