



## JOB DESCRIPTION

**RESPECT HONESTY FAMILY PRIDE NEW IDEAS**

### HR Administrator

#### Summary:

To provide efficient HR administration support to the HR Manager. Reporting to the HR Manager, whose role is to manage all of the HR issues within the business. This is a new and evolving role that will allow you to put your own stamp on it.

Waves is a growing and innovative business. With further growth on the cards, it is an exciting time to join and there is potential to progress into new job opportunities within the company in the future.

#### Roles and Responsibilities:

- Administration relating to recruitment and new starters including:
  - i. Putting together adverts with Line Managers
  - ii. Advertising jobs
  - iii. Organising interviews
  - iv. Drafting offer letters
  - v. Drafting employee contracts
  - vi. Arranging new equipment for new starters such as mobile phones, laptops, stationery etc.
  - vii. Ensuring all new starters have been set up on the company's IT and HRIS (Cezanne) systems
  - viii. Carrying out the induction process on a new employees' first day ensuring all relevant paperwork is completed and employee has been given all the relevant HR forms and information
  - ix. Obtaining references
- Overseeing the exit process when an employee leaves the company which includes:
  - i. Calculating employees' final holiday days Ensuring all company equipment has been returned and/or cancelled (company account cards)
  - ii. Ensuring that mobile and computer passwords have been reset or logged
- Ensuring the HR system is up to date
- Creating and maintaining employee personnel records both electronically and manually
- Attend formal meetings and assist with taking minutes and writing up notes
- General filing, updating spread sheets, updating staff files and chasing down relevant paperwork
- Sending letters regarding staffing changes
- Provide help and advice to staff members in relation to personnel matters
- Other ad hoc tasks

#### Key Attributes and Experience:

- 1 years previous HR administration experience
- Up to date knowledge of employment law and HR practices
- Must be well organised
- Be confident in liaising with staff of different levels
- Polite telephone manner
- Letter writing skills
- Flexible
- Discretion
- Good knowledge of all Microsoft packages



**Hours:** 8:30am-5:30pm Monday, Wednesday and Thursday (there is flexibility around this)

**Location:** Position will be based at head office in Wandsworth, SW6 (approx. 20 minutes' walk from Clapham Junction)

**Start Date:** As soon as possible

**Job Type:** Part Time, 3 days a week

**Holidays:** 22 days per year + Birthday + statutory holidays