

HR Coordinator

The HR Coordinator will play a key part in ensuring a smooth and professional HR function, supporting both day-to-day operational requirements and longer-term people initiatives.

Role Responsibilities

- Providing administration support and advice across the full employee life cycle.
- Respond to daily queries from employees and Managers
- Recruitment and screening for production/technical and apprentice roles including right to work checks
- Dealing with offer letters and contracts via adobe
- Completing administration for new starters, leavers, inductions and off boarding.
- Identifying and implementing system and process improvements
- Managing paternity and maternity process
- Provide timely information to payroll
- Maintaining data accuracy and compliance across systems and shared inbox
- Supporting Assistant Manager with compliance and ad hoc HR projects

Qualifications and experience

- CIPD level 3
- Basic awareness of employment law
- Must have strong communication, interpersonal skills and time management
- A high level of accuracy and attention to detail.
- Possess a high level of integrity and confidentiality
- Resilient under pressure

Package

- Hours – 37.5 hours per week (Onsite) Mon-Fri
- Paid overtime as agreed by manager
- 25 days holiday
- Potential for Advancement



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