



HR Administrator

Human Resources

Full Time

Market Harborough

Summary

Welcomm are seeking a highly organised, proactive and professional individual to join our fast paced HR team as an HR and Recruitment Administrator. The successful candidate will provide administrative support to the HR team and manage Welcomm's recruitment lifecycle which includes advertising vacancies, reviewing CV's, shortlisting candidates, arranging interviews and on boarding new employees.

This is an exciting opportunity for an HR administrator with recruitment administration experience to join a friendly HR team and gain exposure to every avenue of HR.

Key Responsibilities

- Coordinate Welcomm's recruitment lifecycle; advertise job vacancies, shortlist candidates, conduct telephone interviews, liaise with hiring managers and organise interviews.
- Be responsible for all on boarding administration; issue job offers and contracts, pre-employment checks, organise inductions, apply for references and book in probation meetings.
- Provide administrative support for all people processes; draft letters, arrange appraisals, book in annual leave etc.
- Maintain accurate HR and Recruitment records to meet internal and legal requirements.
- Manage the Absence Process; record absence notifications, medical notes, communicate absence to the management team, liaise with payroll and support line managers with the absence procedure.
- Work with the Marketing team to communicate HR and people updates for our bi-weekly newsletter.
- Coordinate Employee of the Quarter awards.
- Support with driving the annual Morale and wellbeing programme.
- Make recommendations to improve processes.
- Drive our Company values and be an ambassador for the business.





Microsoft Partner



Personal Attributes

- Must have previous experience in recruitment administration.
- Be trustworthy and utterly confidential.
- Highly organised with excellent written and verbal communication skills.
- Have an outgoing personality and can demonstrate enthusiasm, drive & resilience.
- Excellent telephone manner.
- Proficient and efficient.
- Well presented with a positive, proactive and professional approach.
- Demonstrate knowledge, skills, good judgement and integrity in doing their job.
- Be able to listen and provide solutions diligently and promptly.
- Be answerable and responsible for decisions and actions.
- Serve with motivation and dedication.
- Work well with others to achieve a common goal.
- Be creative and go the extra mile to deliver results.
- Be humble and polite.
- Provide a quality and efficient service to our customers.

Disclaimer

Please note that this job description is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. If your application is successful, the responsibilities, tasks and duties of Welcomm might differ from those outlined in the job description, and that other duties, as assigned, might be part of the job.

