

JOB DESCRIPTION



Job Title: HR Apprentice/Administrator

Location: Berry Gardens Packhouse

KEY PERFORMANCE AREAS

- Administration support to the HR Department

PRINCIPAL ACCOUNTABILITIES

- Respond to general HR queries as required
- General administration duties
- Maintain filing systems and employee records
- Maintaining and running reports as required
- Raise Purchase Orders for invoices as required
- Assist in the booking and administration of training courses and other adhoc requirements
- Assist with the end to end employee life cycle
- Provide administrative support on HR management systems
- Support and assist the HR and Reception Team
- Administrate staff surveys and assist on projects as required
- Provide employee references as required
- Ensure all documents held on file are legal and up to date for purpose
- General filing and archiving
- Support with hospitality including providing refreshments for meetings and training
- Other ad hoc duties as required

PERSON SPECIFICATION

1. Good time management and strong organisational and administrative skills with the ability to prioritise tasks and meet deadlines as required
2. Appreciation of our business needs and resourcefulness in coming up with solutions to challenges
3. Well-developed personal and written communication skills, including the ability to communicate with a wide range of employees in a professional manner
4. Proactive, diligent and prompt approach with the ability to act in a confidential and sensitive manner
5. Positive, outgoing and friendly nature with a genuine interest in developing a career in HR
6. Ability to work on own or as part of a team with colleagues across professional, operational and cultural boundaries
7. Good IT skills including experience of Word and Excel
8. Ability to work accurately and with good attention to detail

KEY RELATIONSHIPS

Reports to: **Human Resources Officer**