Job Description

HR Assistant

The HR Assistant is responsible for providing comprehensive administrative and operational support to the HR Department ensuring the efficient coordination and delivery of recruitment activities across the organisation.

The post holder will support the full employee lifecycle, from advertising vacancies through to onboarding successful candidates, while ensuring compliance with employment legislation, organisational policies and best practice.

Key Responsibilities

- Coordinate end-to-end recruitment campaigns, ensuring vacancies are filled efficiently and in accordance with organisational policies and procedures.
- Advertise vacancies through appropriate recruitment channels and maintain recruitment platforms and applicant tracking systems.
- Act as the first point of contact for candidates, hiring managers and stakeholders, providing advice and guidance throughout the recruitment process.
- Support hiring managers with interview scheduling, candidate communications and recruitment administration.
- Prepare and issue recruitment documentation, including offer letters and contractual paperwork.
- Coordinate recruitment files and maintain accurate recruitment records.
- Support pre-employment checks and vetting processes.
- Assist with shortlisting and interview panel administration and participate on panels where appropriate.
- Organise and attend recruitment open days, careers fairs and recruitment events to promote the organisation and attract talent.
- Monitor and report on recruitment activity and key performance indicators (KPIs).
- Ensure compliance with relevant employment legislation, equality standards and organisational recruitment procedures.
- Support the delivery of employee engagement initiatives and programmes.
- Assist with employee wellbeing activities and organisational engagement campaigns.
- Conduct and administer leaver processes, including exit interviews.
- Analyse retention data and provide insights to support improvements in employee experience, engagement and retention.
- Contribute to initiatives that promote the organisation as an employer of choice.
- Maintain accurate employee and recruitment records on HR Information Systems.
- Support employees in accessing and using self-service HR systems.

Essential Criteria

- Experience using Applicant Tracking Systems (ATS), recruitment platforms or HR Information Systems.
- Experience using Microsoft Office applications, including Outlook, Word and Excel.

- Strong organisational and time management skills.
- Excellent attention to detail and accuracy.
- Ability to manage competing priorities and meet deadlines.
- Effective verbal and written communication skills.
- Ability to build positive relationships with internal and external stakeholders.
- Strong administrative and data management capabilities.
- Ability to maintain confidentiality and handle sensitive information appropriately