

<b>Role profile</b>		
<b>Job title</b>	Administrator	<b>Reference ID : W12888</b>
<b>Location</b>	Harrow	
<b>Reporting to</b>	Senior People Partner	

**PURPOSE STATEMENT**

Provision of an administrative and support service to Lorne Stewart Human Resources department.

- KEY ACCOUNTABILITIES**
- Receiving and dealing with calls and queries that come into the department and escalating queries where necessary
  - Responding to and dealing with all incoming emails
  - Respond efficiently to day to day general enquiries.
  - General office administrative duties including filing, scanning, copying, collating, post and stationery orders.
  - Ensuring routine correspondence letters are sent out in a timely and accurate manner i.e. change of details, starters, leavers, references, promotions.
  - Issuing offer letters, preparing contracts of employment, checking references and confirming right to work in the UK
  - Responsible for whole starter/leaver process
  - Assist with organising events and build on the relationship with the company's chosen charity.
  - Inputting and maintaining the company's HR systems – updating data on COINS, maintaining and closing unauthorised absences on the HR Portal, monitoring the on line mileage system and generating reports as and when required.
  - Update the weekly vacancy report.
  - Preparing job advertisements, posting online and sifting through CV's received to identify suitable candidates
  - Maintenance and development of HR forms and templates.
  - Support with the Administering the DBS (CRB) process from start to finish.
  - Ensure a continuous supply of offer packs and checklists for new employees.
  - Archive and update the HR electronic drive and Employee Personal Files
  - Right to work spreadsheet to be maintained regularly.
  - Create and update staff personal files.
  - Reception cover – as and when required.
  - Hotel bookings / Support accounts with invoices
  - Any other tasks deemed appropriate.

### **TECHNICAL SKILLS / KNOWLEDGE**

- Excellent verbal and written communication skills.
- Able to organise and prioritise own workload
- Accurate and pays attention to detail
- Strong organisational skills.
- Promote a “can do” attitude.
- IT Literate – email, word and excel

### **QUALIFICATIONS / PERSON SPECIFICATION**

- Experience of working in Multi Sites
- Team player, flexible with excellent communication skills.
- Additional hours as and when required.
- Self-motivated and able to multi-task and prioritise work accordingly.
- Construction experience is preferred but not essential.

**Lorne Stewart Plc is an equal opportunities employer.**

**Closing date: 9 March 2020**

**If you are interested, please email your CV with the following reference number W12888 to [human.resources@lornestewart.co.uk](mailto:human.resources@lornestewart.co.uk)**