

Role profile		
Job title	Administrator (HR)	Reference ID: W13309
Location	Head Office – Greenford	
Reporting to	Senior People Partner/People Advisor	

PURPOSE STATEMENT
Providing a comprehensive administration service, and ad-hoc project work whilst generally contributing to the effective development of the HR department and business.

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • First point of contact for all Administrative related queries, ownership of HR general enquiries' email inbox, responding to queries and referring queries to team members/departments. • Facilitating the recruitment / on-boarding process • Ensuring routine correspondence letters are sent out in a timely and accurate manner i.e. change of details, starters, leavers, references, promotions. • Ensuring payroll issues are handled in an accurate and timely manner through liaison with departmental managers, payroll and finance function. • Maintain the company's HR systems – updating data, maintaining the Absence systems and generating reports as and when required. • General office administrative duties including security cards, filing, scanning, copying, collating, stationery orders, refreshments, meeting booking. • Creating personal files • Booking of travel/accommodation as and when required • Provide other ad hoc duties, day to day, as requested by the Team • Archiving personal files • Reception / Post cover – Lunchtimes and Holiday/Sickness cover • Managing the administration of the Right to Work process • Administering the DBS process from start to finish. • Undertake specific HR projects as required • Any other HR / administrator related work

TECHNICAL SKILLS / KNOWLEDGE / PERSON SPECIFICATION

- Five GCSE grades C - A* (or 4-9 or Equivalent), including Maths, English & ICT (knowledge of MS Outlook, Word & Excel).
- Qualification in HR or a related subject would be desirable
- Solid experience as an administrator
- Demonstrate good communications and interpersonal skills
- Highly organised with exceptional attention to detail
- Team player and able to work under pressure
- Must have a flexible attitude to working
- An efficient and accurate approach to work with an eye for detail
- Maintain discretion and total confidentiality at all times
- Ability to tackle both the mundane and challenging and interesting tasks with equal willingness and enthusiasm
- Self-motivated and able to multi-task and prioritise work accordingly
- Able to work fast paced environment

Lorne Stewart Plc is an equal opportunities employer.

Closing date 5th March 2024.

If you are interested, please email your cover letter and CV to recruitment@lornestewart.co.uk
Quoting Reference ID: W13309