



HR Assistant

Teesside

Up to £22,000

Permanent

Full time

I am pleased to be recruiting on an exclusive basis for my Teesside based client as they look to appoint a HR Assistant.

This really is a superb opportunity for someone who has a solid grounding in a generalist HR Support role and is looking to develop their career further. Working alongside a supportive, dynamic and experienced HR Manager the successful candidate will get involved in all aspects of HR including:

- Daily management of the HR Information and Time Management System to ensure accuracy of data held within the system.
- Weekly reconciliation of staff hours and preparation of reports relating to working time and overtime
- Responding to general queries from internal or external stakeholders
- Provide training, support and guidance to supervisory staff on the use of the HR systems
- Maintain sickness records in accordance with company policies and procedures
- Produce monthly reports to the management team on absence statistics and headcount turnover
- Assist the HR Manager with the recruitment processes by:
 - Compiling job descriptions
 - Drafting of recruitment specifications for appointed recruiters
 - Collation of candidate CV's
 - Liaising with recruiting managers on candidate selection and arrangement of interviews and site tours
- Supporting the set-up of onboarding; coordinating new starter induction dates, preparation and communication of the induction plan
- Maintain training records on the company systems, coordinating periodical refresher training as required
- Participate in HR projects
- Manage the schedule of appointments for the Occupational Health clinics and any follow up reviews or management referrals
- Support the Senior Team in meetings which relate to probationary reviews, performance, disciplinary, grievance or absence with note-taking and writing letters
- Take part in the Works Consultative Committee;

The ideal candidate will be a strong organiser, who is capable of managing workload demands whilst responding to rapidly changing priorities. Ambitious, business focused, with a willingness to continually improve the HR function, you will have an opportunity to learn and develop within the role.

Experience of working within the manufacturing sector is preferred.

Full-time, permanent contract

Salary – Up to £22,000 plus benefits

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