

PERSON SPECIFICATION			
Job Title	Human Resources Assistant	Reports to	Senior Human Resources Advisor (SHRA)
Location	Daresbury	Salary	
Direct Reports	None	Department	HR & Facilities
Key Result Area			
1.	Effective processing of all aspects of employee administration including new starter and leaver paperwork.		
2.	Payroll administration, changes to salary payments, benefit contributions, with appropriate documentation supplied to individuals.		
3.	Management of HR Database, ensuring correct entries are recorded and all data is regularly maintained and updated.		
4.	To co-ordinate and run the induction process for new starters to ensure an effective introduction to the organisation, including allocation of equipment.		
5.	Support work in relation to recruitment and selection including screening application forms, setting up interviews, liaison with agencies, conducting telephone interviews.		
6.	Conduct exit interviews up to management level.		
7.	Production of monthly statistics to the SHRA.		
8.	Regular reports on absentee levels, including coaching with Line Managers to investigate regular and high levels of absence.		
9.	Respond positively to employment queries and advise on HR policies and procedures.		
10.	Maintenance of effective filing system.		
11.	Management of company mobile phones including upgrades and queries.		
12.	Provide administrative support in implementation of ad-hoc HR projects.		
13.	To support the HR function in the delivery of an effective and efficient HR service		
14.	To undertake additional tasks as directed by the SHRA.		
Key Competencies			



Leadership:

Influence and manage all HR administration processes and ensure all appropriate documentation is completed and supplied by Line Managers.

Communication:

Demonstrate excellent verbal and written communication skills, guaranteeing that employee requests are responded to efficiently.

Positively represent Vistorm to all external contacts in a professional and courteous manner, providing strong customer care.

Teamwork:

Liaise cross functionally at all levels of the organisation and demonstrate appropriate behaviour in effectively building and maintaining key working relationships.

Exactness:

Demonstrate attention to detail and follow through on outstanding issues.

Professional Knowledge:

Possess a working knowledge of Employment Law relevant to level of job role.

KEY PERFORMANCE INDICATORS: