

Job Description: HR Assistant



Department: HR

Job role overview:

As a HR Assistant, you will be instrumental in assisting our varied and widespread HR processes. You will provide accurate generalist HR support to the Company and act as the first point of contact for the HR Department and answer queries or escalate as required. You will undertake all general HR administration such as payroll, invoicing, inboxes, filing, benefit schemes, data auditing and processing, monthly reporting, referencing, monitoring and events.

As part of this role, you will ensure the HR database and documents and records are maintained, are accurate and comply with legislation. You will ensure HR legal compliance and to assist with the continued development of HR for a valued HR function. You will work closely with the Advisory team, supporting them where necessary. As part of this role, you will communicate with stakeholders across Head Office, Design, Engineering, and the Factory, in a manufacturing setting.

Location: Hinckley, Leicestershire

Duties:

- Act as the first point of contact for the HR Department and answer queries or escalate as required.
- To undertake all general HR administration such as invoicing, inboxes, filing, benefit schemes, data auditing and processing, monthly reporting, referencing, monitoring and events.
- Responsible for monthly payroll processing for all HR related areas, ensuring this is processed to a strict deadline.
- To advise stakeholders on the payroll processes, reporting, holidays and additional holidays, references and appraisals, in line with best practice and HR guidance.
- Responsible for creating and distributing Offers and Contracts of Employment and Contract Amendments.
- Processing offer and contract returns and the new starter occupational health process.
- Ensure the HR database and documents and records are maintained, are accurate and comply with legislation.
- To monitor and prompt managers on probation period monitoring and escalate any concerns to the advisory team.
- To manage the departmental inboxes on a day to day basis and ensure queries are dealt with efficiently.
- To administrate the Triumph Training Hub and provide administration assistance on external training courses.
- To administrate benefit schemes and the wider employee benefits system.
- Responsible for administrating the long service awards and arranging the awards for employees.
- Complete the monthly Board Report materials, taking responsibility in compiling these to specific deadlines.
- Raising requisitions and purchase orders and ensure the invoicing process is met.
- Assist with room bookings and scheduling and organising events, training and meetings.
- To assist with monitoring absence across the business and to support the advisory team with addressing absence concerns with managers, providing guidance and support as appropriate.
- Supporting the advisory team with informal and formal employee relations casework, for example investigations, disciplinary hearings, grievance hearings, capability and performance management, probations, medical cases and suspension, in line with the Company's policies and the law.
- To undertake flexible working, maternity, paternity, shared parental leave and adoption processes.
- Supporting the advisory team with medical cases where required.
- Build effective relationships with the HR Team, Payroll, Line Managers and Employees.
- To undertake and assist with projects as required.
- Any other ad-hoc duties as required by your Manager.

Person Specification: HR Assistant



	Essential	Desirable
Qualifications and Attainments	<p>Maths and English GCSE grade C or above.</p>	<p>Level 3 CIPD Desirable or equivalent practical attainment.</p> <p>Degree in a Business or HR related field.</p>
Professional Experience and Skills	<p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Good commercial awareness.</p> <p>Demonstrated understanding of employment law and updating knowledge</p> <p>Experience in handling stakeholder relationships at the highest level and quality.</p> <p>Previous proven experience of HR administration, generalist HR and working within a HR Team.</p>	<p>Previous experience of working within an automotive /manufacturing environment.</p> <p>Previous proven experience of HR and/or recruitment administration.</p> <p>Experience of a HR or an ATS system.</p>
Personality and Motivation	<p>Accurate and detailed.</p> <p>Self-motivated and resilient.</p> <p>Able to work alone and as part of a team. Flexible and adaptable.</p> <p>Able to take instruction and work calmly under pressure.</p> <p>Excellent communication skills, clear and concise written and verbal skills.</p> <p>Competent planning and organisation skills to strict deadlines.</p> <p>Ability to work effectively on a variety of tasks daily.</p> <p>Able to work with stakeholders at all levels.</p>	
Appearance and Characteristics	<p>Well presented.</p>	
Circumstances	<p>Able to be flexible over working hours.</p>	<p>Full UK driving licence.</p>