



CARDEN PARK
CHESHIRE'S COUNTRY ESTATE

HR Admin Assistant

Department: HR Office
Reporting to: HR Officer

The Role:

Main Duties for our HR Admin Assistant will be:

- Create offer letters & contract's for all new employees
- Input all new employee's onto the time and attendance system (Rota Horizon)
- Ensure payroll has correct information for new employees in a timely fashion
- Liaise with IT to create access to the IT systems where required
- Action employee leavers with payroll
- Manage employee uniform requirements and create and place orders in line with budget
- Produce the weekly First Aid rota
- Filling and other general admin duties
- Ensuring all employees are set up and completing their online training
- Assisting in writing job descriptions
- Ensure job adverts are managed and live, repost new vacancies as and when
- Send out internal weekly email with current job vacancies
- Answering the phones, replying to emails and helping with staff queries
- Helping set up and organising careers evenings
- Attend local career events to represent the business
- Set up and Interview entry level candidates
- Full on the job training will be provided where applicable

Ideal Candidate:

We are looking for a trustworthy and reliable individual who has an eye for detail and accuracy. With the sensitive information contained within the HR department it is important that applicants are able to recognise the importance of privacy and are able to keep all information confidential. This job is 30-hour role which can be worked over 5 days flexibly.

For further information, please contact the HR office on recruitment@cardenpark.co.uk