

Job Title:	HR Admin Assistant
Base:	Searles Leisure Group (office located at Heacham Manor)
Reporting to:	HR Manager
Job Purpose:	<p>The postholder will have an administrative background to perform a variety of personnel, data capture, training, and general office administrative tasks.</p> <p>They will support the HR department in duties such as payroll, updating the HR database (both digital and paper), compiling new starter documentation, responding to, and processing data along with other duties required by the HR Advisor and Manager.</p> <p>You will be a friendly person with a professional approach, have great administration and written skills, and an excellent eye for detail and good communication skills.</p> <p>The position requires excellent organisational skills and the ability to handle sensitive information confidentially.</p> <p>You will support the Company's mission and objectives through ensuring the HR Teams compliance to Policies and Procedures.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Provide an effective and customer focused HR Advice service (verbal, written etc) across the Searles Leisure Group. • Work closely with other HR colleagues to deliver the administration and preparation of payroll activities, including (but not limited to), collating, and inputting all payroll related data for the third-party provider, checking the payroll, and ensuring payments are made to agreed timescales. • Provide guidance and resolve any payroll queries raised by staff, including (but not limited to) general pay queries, e-payslip issues, and general advice. • Undertake all DBS/Driving License audits where applicable for new staff and the re-checking process for existing staff. • Process employees' requests and provide relevant information. • Answering employee questions and process incoming mail. • Maintaining calendars for HR team. • Compiling reports and spreadsheets and preparing reports for internal communications. • To support HR projects as required. • To maintain and ensure all HR, employee and pay databases (paper based or electronic) are recorded accurately and ensure all HR administrative processes are carried out. • To provide administration support to the HR Advisor & Manager on allocated case work e.g., maternity leave management, absence management, grievance management, right to request applications. • Provide safe and appropriate advice to managers on issues related to workplace relations and performance & conduct management. • To monitor and carry out all administration throughout the full employee lifecycle (e.g., on-boarding, induction, probation, exit interviews) and proactively support line managers in managing these. • To support and assist the HR Advisor & Manager by reviewing, recommending, and implementing improvements to HR processes, procedures, and systems to ensure a professional and effective service. • To review documentation and correspondence written by managers and HR Team on procedural HR issues. • To build relationships with peers to ensure best practice and communication is maintained.

	<ul style="list-style-type: none"> • Manage a large flow of paperwork in and out of the department and complete routine administrative duties. • To contribute to improvement of the overall performance and development of the HR team, HR initiatives and systems. • Adhere to both the company and department policies and procedures. • To act as an ambassador for the business and ensure that the Company is promoted externally on all occasions. • Comply to all regulations and policies such as Data Protection Act, Health & Safety and Safeguarding, ensure a safe working environment for all staff members. • To complete any in-house training as required and participate in team meetings. • To perform any other duties as required. • Support the company's mission and objectives through compliance to Policies and Procedures.
Key Relationships:	<ul style="list-style-type: none"> • HR Manager • HR & Recruitment Advisor • All Management and Employees • Finance and HR Director
Education, Training & Experience:	<ul style="list-style-type: none"> • Experience working in a busy HR environment (Desirable) • GDPR Awareness • Knowledge of employee legislation (Desirable) • Experience of prioritising a large and varied workload in a time pressured setting • Demonstrable Payroll Administration experience (Desirable) • Ability to read and interpret information and data • Computer literate with proficiency in Microsoft Office • A strong command of both written and spoken English • Strong interpersonal and communications skills, written and verbally. • Teamwork skills and the ability to act as the public face of the business
Disposition & requirements:	<ul style="list-style-type: none"> • Full valid Driving Licence for UK (Essential) and have own vehicle suitable for business use. • Maintain a professional standard of work attire • A passion for delivering excellent customer service • Enthusiastic and Energetic Team Player • Strong Work Ethic, ability to work calmly whilst under pressure • Organised with Good Timekeeping Skills • Self-motivated with the ability to work unsupervised. • Willingness to understand the duties and competencies of different roles • Confidentiality aware. • Good problem solver with a 'Can Do' Attitude • Fast thinking and works well in a fast-paced environment • Polite and well-mannered with good communication skills
Hours of Work:	<p>35 hours per week. 5 days per week, Monday – Friday, 09:30-17:00 (occasional evenings and weekends where required).</p>