

JOB SPECIFICATION



Name:

Job Title: Admin Assistant

Responsible To: HR Advisor

Date: August 2018

Purpose: To provide administrative support to the Commercial Department and other areas of HRH as required.

Key Responsibilities:

Human Resources:

- Provide admin support in all HR related tasks including, but not limited to, Policies & Procedures, Recruitment, Training, Absence Management, Induction
- Ensure HR database and all relevant HR documentation are up to date
- Ensure all staff adhere to HR processes and complete relevant documentation as required
- Understand the need for confidentiality

HSE:

- Carry out HSE Induction for all new employees
- Provide admin support for any HSE tasks or projects as required

Finance:

- Input monthly timesheets into Sage Job Costing
- Provide admin support for any Financial tasks or projects as required

GeoPlacer:

- Collate travel purchase orders & invoices and liaise with finance team
- Provide holiday cover for GeoPlacer co-ordinators
- Provide admin support for CMS as required

General:

- Provide cover for Receptionist during breaks and holidays
- Provide assistance to other departments of HRH as required
- Follow HSE Procedures at all times
- Follow HR Policies & Procedures at all times

Essential Skills:

- Excellent administrative skills with an eye for detail
- Excellent communication skills
- Effective interpersonal skills
- Strong organisational skills
- Proficient in Microsoft Office
- Minimum of Credit level Standard Grade (or equivalent) English & Maths

Desirable Skills:

- Experience working in an office environment
- Driving Licence

Signed:

Date:

Approved:

Date:
