

# STEWARTS

## Job description

Job title:	HR Administrator
Reporting to:	Senior HR Manager
Department:	HR
Purpose of role:	The HR Administrator will work closely with the HR team to provide proactive HR support. They will be the first point of contact for staff and therefore will be an ambassador for the firm.
Hours:	Permanent, Full Time
Reviewed:	March 2024

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## Job responsibilities:

- Act as the first point of contact for staff on any HR related queries.
- Manage the HR mailbox.
- Assist the HR Director with diary management – arrange meetings and interviews, remind re appointments, and assist in their preparation. Use own initiative to make appropriate decisions on behalf of others when required.
- Provide administration support to the HR team where required - typing and/or drafting correspondence, notes, reports, forms, minutes, spreadsheets, slides and other documentation.
- Responsible for all aspects of pre-employment and on-boarding, including creating contracts of employment and managing the background screening process.
- Responsible for the leavers process, including preparing leaver letters and annual leave calculations, arranging exit interviews etc.
- Preparing HR documents and letters, including contracts, probation, flexible working, maternity, references etc.
- Update HR system (Cascade), payroll and pension data, K2 and other documentation.
- Create and maintain employee records.
- Record absences, highlight/monitor issues/concerns, log fit notes as necessary.
- Assist with payroll by providing relevant employee information in a timely manner.
- Update HR information on the internal intranet.
- General HR administration, including filing, scanning and assisting with queries.
- Helping with various administration such as processing expenses and arranging meetings/interviews.
- Conduct the HR induction.
- Responsible for benefits administration, including setting up private medical and dental insurance.
- Support with data reporting.
- Continuously increasing understanding of the wider world of HR, sharing external perspectives and best practice with the business and HR colleagues.
- Ad hoc duties / projects etc.

## General skills:

- Well organised, proactive, uses initiative, prioritises appropriately, shows strong attention to detail and meets deadlines.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).

- Delivers HR services with a “can do” and when necessary a “hands on” approach.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and a supportive team player.
- Reflects the firm’s culture and represents the firm appropriately.