

HR and Recruitment Administrator

We are looking for an HR & Recruitment Administrator to provide administration support to the HR Team, Business Managers and staff in respect of Human Resource (HR) and Recruitment related matters.

The candidate would be expected to be computer literate and fully conversant with the Microsoft packages. Knowledge of Financial Planning and Employment Legislation is desirable. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

The position and duties will include, but not limited to:-

- Provide administration support for the HR Team. For example, exit interviews, issuing letters, providing references and recording sickness.
- Provide administration support throughout the recruitment process, including scheduling interviews, liaising with agencies, preparing interview packs and making offers.
- Provide a range of administration support services on behalf of the HR team, such as post allocation and managing the mailbox.
- Supporting the monthly payroll process
- Maintaining HR records
- Support the development and implement changes to the HR database
- Support in the review and maintenance of the companies HR policies
- Ensure compliance with employment legislation

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels. Applicants must also be trustworthy and honest, ensuring confidentiality is maintained at all times.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

Start date: Immediately

Duration: Permanent.

Salary: Negotiable dependant on experience.

Location: Bristol, Temple Quay

Person specification: A full Job Description is available on request.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – hr@curtisbanks.co.uk