Job Description

Job Title: HR Administrative Assistant
Accountable to: HR Coordinator
Accountable for: N/A
Liaison with: Staff, external consultants, members of the public

Job Purpose

The HR Administrative Assistant will be responsible for making a significant contribution to the smooth running of the College HR Office. The main responsibilities of the role include: assisting with recruitment campaigns, administering training requests, and general day to day administration.

Main duties and Responsibilities

- Receiving & logging application forms.
- Photocopying and distributing the application packs to the panel.
- Collating interview papers and archiving accordingly.
- Logging additional training requests from managers.
- Assisting with booking rooms and hospitality for trainings.
- Assisting with updates to training history.
- Updating trackers.
- General administrative tasks such as filing, archiving etc.
- Any other duties in related areas which may reasonably be expected.
Person Specification

**Essential Qualifications, Skills and Experience**

- Experience of working in an administrative role.

- Excellent interpersonal and customer service skills, and the ability to communicate confidently, clearly and tactfully with internal and external contacts.

- Commitment to confidentiality and discretion.

- Sound IT skills (Word/Excel etc.).

- Strong organisational skills and ability to manage paper based and electronic information.

- A high level of attention to detail and accuracy.

- The capacity to work to deadlines and under time pressure.

- The ability to work effectively and flexibly as a member of a small team.

- The ability to use the full range of Microsoft Office applications, in particular Outlook, Word and Excel.

**Desirable**

- A good understanding of the college environment.

- Confident in using your initiative.

- Experience in organising and administering training.

- Experience with databases/HRIS etc.