



Job Title: Executive Assistant/HR Intern

Job Purpose: To provide basic HR administrative and data entry support for the HR Team

4 days a week (1 day at college) 9.30am-5.30pm

Reporting to: Head of HR

Typical Responsibilities:

1. **To answer the telephone in the HR office.** This would include:
 - Answering professionally, and taking details of caller and writing messages
 - To make a list of callers each day and telephone numbers
 - To telephone 3rd parties on behalf of HR Team with diary information
 - Booking accommodation for guests from Candlewick
2. **To produce monthly internal communications.** This would include:
 - To update the telephone lists and circulate monthly
 - To update the floor plans and circulate monthly
 - To produce induction plans ready for New Starters
 - Send out 'everyone' emails as required by HR Director/Officer
 - To organise the appointments for visitors e.g. pension adviser, massage
3. **To Manage the Work Placement Scheme.** This would include:
 - Search the Outlook Inbox for CV's and applications & forward
 - Set up interviews in liaison with HR Officer
 - Prepare and send agreements and collect signatures
 - Manage the graduate work placement relationship with Staines
4. **To assist in the New Starter Process** This would include:
 - Liaising with agencies and individuals regarding interviews/V's
 - Taking photocopies of relevant documents
 - Tour for New employees and Starters
 - Send out contracts, JD's, offer letters where appropriate
 - Gain signatures
 - Writing to unsuccessful candidates
 - Collect personal information and set up New Starters in the HR Database
 - To collect references and copies of qualifications



5. To Assist Staff in HRIS queries. This would include:

- Assist staff in their holiday bookings
- Try to resolve initial queries about HRIS system
- Help managers authorise holiday bookings

6. To assist in manual and electronic filing. This would include:

- To maintain the leaver spreadsheet
- To scan and file information from paper documents into e portfolios
- To assist in back filing and keep cupboards and files in order

Key Performance Indicators:

- To be advised by training organisation
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Skills, Knowledge & Experience:

- School, college or university leaver
- Accurate data entry input and accurate typing/keyboard
- Maths GCSE/CSE and English GCSE/CSE or degree
- Outlook, Excel, Word and Powerpoint

Personal Specification:

- Interested in detail, accuracy of data
- Work experience in office administration and displaying organisation skills
- Presentable, and friendly manner

Prepared by:

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|--------|--|-------------|--|-------|--|
| Name: | | Signature: | | Date: | |
| Title: | | Department: | | | |

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.