



## Job Profile

**JOB TITLE:**

HR Administrator

**REPORTS TO:**

HR Business Partner

**JOB PURPOSE:**

The HR Administrator will play a key role in supporting the HR Team and Recruitment Manager, ensuring the smooth and efficient administration of HR and Recruitment admin tasks. This position involves managing employee records, assisting with recruitment processes, and providing general administrative support to the HR team.

**INTERNAL AND EXTERNAL CONTACTS:**

## Internal:

- Assist with first line support, respond to general HR enquires to all employees across GamCare; Finance department for invoice payments and queries.

## External:

- Assist with responses to external HR and recruitment enquiries from the general public and job applicants and HR suppliers.

**OVERALL ACCOUNTABILITIES:****Employee Records Management**

- Maintain and update employee records in the HR database (currently Appogee).
- Ensure all employee information is accurate, up-to-date, and confidential.
- Under the guidance of the Senior Administrator or Senior HR Advisor, prepare and distribute employment contracts and other HR documentation
- Run basic reports as required

**Recruitment Support**

- Assist with job postings and advertisements
- Support Hiring Managers by issuing shortlisting and interview documents
- Support the scheduling of interviews for Hiring Managers and liaise with candidates directly
- Where directed by the Recruitment Manager assist with the initial screening of job applications with the Applicant Tracking System (currently Tribepad)
- Working with the Senior Administrator, coordinate the onboarding process for new hires, including preparation of new joiner emails, producing ID cards, and sending out and chasing up reference requests

**General Administrative Duties**

- Setting up new staff files in SharePoint; and archiving leavers
- Ensure all employee related paperwork is filed accurately and in a timely fashion
- Provide general administrative support to the HR team, including managing emails into the team mailboxes and scheduling meetings, support with raising of purchase requisitions and coding of invoices for payment
- Where required take minutes at formal meetings
- Support the annual appraisal process by tracking and logging completed forms
- Assisting with periodic processes, such as auditing accuracy of information, collation of completed appraisal documentation, auditing salary information etc
- Where directed support with the preparation of HR reports and paperwork
- Other ad hoc admin duties as required by the HR and Recruitment functions, including participation in project work.

## **Person Specification – Essential Criteria**

### **Qualifications and Experience**

- Demonstrable experience of HR administration.
- Experience in recruitment and onboarding processes.
- Experience of working in an administrative support role, providing high quality and timely work

### **Skills**

- Proficiency with HR software and Microsoft 365 Office Suite (including SharePoint).

### **Other Criteria – to be assessed at interview**

#### **Knowledge**

- Basic understanding of employment law within the context of HR administration
- Basic invoice processing – such as raising purchase requisitions/purchase orders and coding invoices (desirable)

#### **Skills**

- Excellence in attention to detail and accuracy
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality and discretion.
- Able to prioritise and work to deadlines
- A team player, with the ability to work independently

#### **Circumstances**

- Regular attendance, on average 3 times per week, in the London Office, (currently in Farringdon)

**To be noted:** This job description will be reviewed regularly. Any changes will be discussed with the post holder. This is not an exhaustive list of duties and responsibilities the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with your line manager.