



# Job Description

<b>Job Title</b>	HR Associate
<b>Department</b>	Coworker Services
<b>Responsible For</b>	No direct reports
<b>Responsible To</b>	HR Associate Team Leader
<b>Main Purpose of Job</b>	<p>As a key member of the Coworker Services team, this role focuses on providing a professional and first-class administrative service to the business. This role is directly responsible for all aspects of HR Administration. Occasional project work is also a requirement of this role. Typical duties will include:</p> <ul style="list-style-type: none"> <li>• Supporting the continuous improvement of HR activities</li> <li>• Maintain and improving the level of service provided</li> <li>• Actively contributing to the successful completion of HR Project or improvement plans</li> </ul> <p><b><u>HR SYSTEMS AND DATA INTEGRITY</u></b></p> <ul style="list-style-type: none"> <li>• Accurately input and maintain employee information on the HR systems.</li> <li>• Provide accurate and timely management information and reports.</li> <li>• Carry out data cleansing as required.</li> <li>• File maintenance in line with DPA regulations.</li> </ul> <p><b><u>HR ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• Administer and be the lead on agreed work streams within HR processes predominantly Recruitment and Security Clearances</li> <li>• Shared responsibility of the HR Inbox</li> <li>• Provide a professional first point of contact for coworkers requiring HR support.</li> <li>• Provide the Head of UK HR, HR Business Partners and HR Advisor with admin support as required.</li> <li>• Maintenance of accurate coworker records, in both electronic and paper formats to high quality standard.</li> <li>• Support the HR team with adhoc HR projects as required.</li> <li>• Maintaining library of standard HR templates and preparing all correspondence.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills in all Microsoft Office Systems</li> <li>• Excellent communication skills</li> <li>• HRIS experience and knowledge</li> <li>• Security Clearance experience and knowledge is desirable</li> <li>• CPP or part CIPD qualification preferable</li> <li>• Experience in IT sector desirable</li> </ul>



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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Builds and maintains relationships with internal and external customers</li><li>• Ability to prioritise and multitask</li><li>• Flexible in approach</li><li>• Excellent interpersonal skills and the ability to work with all levels of the organisation</li><li>• Organised, methodical approach</li><li>• Detail conscious</li><li>• Confidentiality and integrity are crucial</li></ul>
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