



JOB DESCRIPTION

HR Assistant

RESPONSIBLE	To	HR Manager
	For	N/A

GENERAL DESCRIPTION OF DUTIES

The HR Assistant duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintaining our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. You'll also assist in creating policies, processes and documents.

DUTIES

- Assisting with day to day operations of the HR functions and duties
- Assisting with the process of recruitment, including, preparation of job descriptions, person specifications and adverts, identifying candidates, performing reference checks and issuing employment contracts
- Supporting internal and external inquiries and requests related to the HR department
- Compiling and maintaining paper, digital and electronic employee records
- Supporting HR-related training programs, workshops and seminars
- Assisting with HR events and meetings, taking notes as required.
- Improving, implementing and administering human resources policies and procedures
- Create and coordinate management-employee communications
- Serve as a point of contact with benefit vendors and administrators and assisting with any required documentation
- Complete termination paperwork and exit interviews
- Providing guidance to Managers on employee relations and performance management
- Implementing programs to improve the employee experience of the organisation as a workplace

DUTIES Contd.

- Produce and submit reports on general HR activity.

- Assist with payroll and ad-hoc HR projects.
- Support other assigned functions.
- Keep up-to-date with the latest HR trends and best practices.

This job description is not intended to exclude any task, which the post holder might reasonably be required to undertake.