



PERSON SPECIFICATION

HR Assistant

REQUIREMENT	CRITERIA
ESSENTIAL	<ul style="list-style-type: none">• Minimum of one year's proven experience as HR Administrator/ Recruitment Administration or Co-ordinator or related position• Working knowledge of HR functions and best practices• Knowledge of employment law and human resources responsibilities• Recruitment experience• Basic knowledge of payroll practices• Impeccable written and verbal communication skills• Cultural awareness and exceptional interpersonal skills• Effective HR administration and people management skills• Works well under pressure and meets tight deadlines• Highly computer literate with capability in email, MS Office and related business and communication tools• Fantastic organisational and time management skills• Sound judgement with strong decision-making and problem-solving skills• Meticulous attention to detail• Ability to accurately follow instructions

	<ul style="list-style-type: none"> • A customer-focused outlook with a high level of discretion and professionalism • CIPD Level 3: Foundation Certificate of equivalent/ Certificate in Personnel Practice (CPP). Foundation Diploma in Human Resource Practice/ Foundation Certificate in People Practice or equivalent or working towards it • Clean driving licence, own transport and appropriate vehicle insurance cover to enable travel to and between sites as required
DESIRABLE	<ul style="list-style-type: none"> • Studying towards CIPD Level 5: Associate Diploma in People Management • CIPD Membership
<p>Candidates should read the following specification carefully before completing their application form. These criteria are used in reviewing the application forms as a core part of the selection process.</p>	