

## Job Description

**Job Title: HR Administrator**

**Function: Operations**

**Department: HR**

**Reports To: Operations Director**

**Office Location: High Wycombe**

### Job Purpose Statement:

To provide comprehensive HR Administration and support to the Company across all aspects of HR. Working closely with the Operations Director to ensure a high quality of HR Service is delivered to the business

### Immediate Organisation Structure:

Reporting into the Operations Director with occasional contact with the external HR consultant.

### Working relationships:

All employees  
Operations Team  
Finance Team  
Suppliers (recruitment agencies, training providers and benefit providers)  
Candidates

### Job Accountabilities:

#### General HR Administration

- Liaising with the external HR consultant where appropriate for advise on employee legislation
- Working closely with line managers to help deliver the 360 review process
- Managing and updating the SAP HR module to ensure employee records are accurate and up to date
- Upkeep of all HR related documentation e.g the Company Handbook, Organisation Chart
- Recording absence and reporting monthly into department heads
- Providing HR inductions for all new starters
- Arranging external training courses for all employees
- Management of the Investors in People accreditation
- Administration of the company benefit scheme to include healthcare, pension, life assurance and EMT benefits
- Collation of monthly payroll figures
- Providing monthly reports – Turnover, recruitment costs etc

#### Recruitment

- Providing recruitment updates to the Marketing team for inclusion on our Social Media sites and the website
- Day to day contact with recruitment agencies for role placement
- Screening CV's against job descriptions and package requirements
- Pre-employment screening including references, identity and credit checks
- Issuing of all offer letters and employee contracts to potential employees

**The Individual - Specific Job Knowledge, Skills and Experience:**

**Skills and Aptitudes -**

Organisational Skills  
Ability to Prioritise  
Proactivity  
Communication Skills (both verbal and written)  
Long-term planning  
Numeracy  
Commercial acumen

Integrity and trust  
Professional and confident

**Experience --**

Minimum of 5 years in HR Administration  
Excellent IT skills, particularly Microsoft Excel and Word  
Basic knowledge of SAP Business One

**Qualifications -**

A minimum of 8 GCSE's C level or above  
CIPD preferred but not essential

**Olive is an equal opportunities employer and supports workforce diversity.**