

**HR/EXECUTIVE ASSISTANT
JOB DESCRIPTION**

JOB TITLE:	HR/Executive Assistant, Level 3
LOCATION:	Shipton-under-Wychwood
HOURS OF WORK:	c. 22 ^{1/2}
REPORTING TO:	Managing Director (and directors)
EMPLOYMENT STATUS:	Permanent contract

MAIN PURPOSE OF THE POST:

To carry out HR activities in order to contribute significantly to the company's strategic intent of having 'Capable and Empowered People.'

To support the Managing Director and (three) directors in a pro-active, effective and efficient manner; including managing and developing administrative duties, in accordance with the company values and with the utmost discretion.

The post requires excellent administrative and organisational ability, integrity, judgement and an eye for detail; must be flexible and able to exhibit initiative in resolving problems. This role requires a consistently professional and confidential approach.

Overall Objectives:

1. The key element of the role is related to HR activities, which by nature require confidentiality and discretion; these include:
 - Maintain staff personnel files, database and the company organisation chart.
 - Assist with payroll and pension administration.
 - Record and report on staff absence and turnover.
 - Promote effective communication within the company.
 - Co-ordinate training, development and recruitment activities.

2. To provide a comprehensive range of administrative services to the MD and directors to a consistently high standard, including formal minute taking, document preparation, and arranging meetings.

ORGANISATION AND PLANNING

- To co-ordinate with training providers and employees on training schedules and workshops
- To organise company social events
- To work with Marketing on internal communications e.g. company values, goal, events
- To organise activities associated with staff recruitment e.g. interviews
- To plan to tight deadlines for a range of meetings and events, collaborating with other colleagues and directors, as appropriate.

ADMINISTRATIVE SERVICES

- To use standardised templates for letters, memoranda, documents, and presentations.
- Co-ordinate diaries using Microsoft Outlook.
- To manage and ensure HR and personnel records for all employees and up-to-date at all times.
- To take minutes of leadership and Board meetings and use a variety of computer software including Microsoft Office and (other software?), etc. It is emphasised that this post requires a high degree of computer literacy.
- To create and design visual aids or presentations on behalf of the MD and directors.

APTITUDE AND CHARACTERISTICS

- Understands and works to our values –integrity, care, empowered and unity.
- Positive, optimistic and hardworking.
- Problem-solver with can-do attitude.
- Passion for delivering high quality administrative services
- Attention to detail and pride in presentation
- Great team working and keenness to help colleagues
- Able to work to tight deadlines
- Excellent organisational and time management skills with ability to prioritise
- Confident to communicate with internal and external contacts
- Ability to work autonomously and willing to make sound decisions
- Able to handle confidential and sensitive data and issues in an appropriate manner.
- Flexible working patterns and ability to embrace change
- High level of integrity and confidentiality

If you are interested in applying for this position please send a covering letter and your CV to info@therooflightcompany.co.uk FAO Recruitment.