



# HR Assistant

## About the job

We are currently recruiting for a **HR Assistant** to work within the Admin team of a social enterprise, which offers services (social, digital etc) to local communities and SMEs, particularly those run by (or serving) the following groups:

1. Black ethnic minorities
2. Women
3. Young people (16-24 years old)
4. Migrant families
5. Groups suffering from digital exclusion

We are looking for an individual who is passionate, hands-on and eager to learn. The role is likely to involve working on multiple exciting projects so the individual should be able to multi-task.

## Roles and responsibilities

- help recruit new employees
- handle complaints and disciplinary procedures
- give advice on sickness absence, performance and employment relations
- plan and put into place employee training and development activities



- make sure employees have the right pay and benefits
- arrange employee support services like welfare and counselling
- keep up to date with equality and health and safety laws
- develop HR policies, handbooks and procedures
- maintain confidential employee records

## Experience

Any prior experience in HR, administration or business is desirable but not essential.

## Skills and Competence

- Good computer skills and knowledge of Google workspace
- Basic knowledge of HR rules and regulations
- Excellent organisational skills
- Excellent communication skills