

Job Description

Job Title: HR Recruitment Administrator

Responsible to: HR Officer

Location: Bryson House, 28 Bedford Street, Belfast

Job Purpose

To provide consistent and effective administration support to the Human Resources Development Department in line with agreed standards and as directed by the Senior HR Officer.

Key Responsibilities

Recruitment and Selection

- Providing an effective and accurate end to end support service to Recruiting Managers with reference to their specific recruitment drives.
- Ensure timely return of all recruitment packs ensuring paperwork is completed and up to date.
- Ensure the accurate and timely production of all relevant correspondence relating to recruitment and selection.
- To effectively and accurately issue all correspondence in relation to incoming and outgoing reference requests.

HR Information Systems

- Creating, updating and maintaining accurate personnel records both in hard copy and using the PAMs HR system using efficient filing systems for all staff.

General

- To maintain accurate and efficient filing systems both computerised and manual, to include retention of employee files
- To receive all telephone calls and enquiries, ensuring that processes are followed and relevant information is passed on to the appropriate person
- To undertake training as and when required.
- To adhere to Bryson policies and procedures.
- To support and cover the team specifically at times of leave.
- To maintain confidentiality at all times, ensuring that personal details are recorded and stored as appropriate and in line with data protection.
- The above list of duties does not represent an exhaustive list of duties and the Recruitment Administrator may be required to assist with other requirements to support the HRD team in performing their role within the company.

Terms and Conditions

<u>Length of Contract:</u>	Fixed Term for 6 months initially
<u>Salary:</u>	£7.85 per hour
<u>Hours:</u>	15 hours per week (Mon, Wed, Fri)
<u>Holidays:</u>	12 Statutory days pro rata 20 annual days
<u>Probationary Period:</u>	3 Months
<u>Notice:</u>	4 weeks in writing

Bryson Charitable Group operates a no Smoking Policy. We thank you for not smoking during working hours.

All Employees of Bryson Charitable Group are required to respect an individual's right to Privacy, Dignity, Choice and Independence.

PERSONAL SPECIFICATION

Recruitment Administrator

Criteria		Essential	Desirable	To be tested
Qualifications	5 GCSE's at grade C and above (including Maths and English), or equivalent	√		On Application form
Experience	Minimum one year's proven administration experience	√		On Application form / IT test
	Proficient in Microsoft Office – Excel, Word, Access, PowerPoint and Outlook	√		
	Experience of using PAMS or similar		√	
Skills & Aptitudes	Ability to work as part of a team	√		At Interview
	Ability to meet deadlines	√		
	Ability to use initiative	√		
	Good organisational skills	√		
	Good communication skills both oral and written	√		
	Ability to demonstrate attention to detail and accuracy	√		
	Ability to be flexible and adaptable in a busy environment	√		
Personal Qualities	Respects Confidentiality	√		At Interview
	Is willing to attend training as necessary	√		
	Flexible approach to working hours	√		
Mission & Values	Candidates must respect the Vision, Mission & Core Values of Bryson Charitable Group		√	

