

**Premia UK Services Company Limited – Role profile**  
**HR Administrator/Assistant**

Overview	<ul style="list-style-type: none"> <li>To support the effective running of the day-to-day HR team by providing a full administrative and first line employee support service.</li> </ul>
Key responsibilities (for inclusion in job description)	<p>Lead on HR Administrative Functions supporting the HR Life Cycle</p> <p>Recruitment</p> <ul style="list-style-type: none"> <li>Work with HR and Line managers to ascertain approvals and define role profiles</li> <li>Source CV;'s via 3<sup>rd</sup> party, LinkedIn and other suppliers or networks</li> <li>Maintaining the recruitment database</li> <li>Interview Scheduling and support</li> <li>Draft offer letters and contracts of employment</li> <li>Using a 3<sup>rd</sup> party co-ordinate the new employee's candidate screening</li> </ul> <p>New Starters</p> <ul style="list-style-type: none"> <li>Update HR system</li> <li>Responsible for welcome paperwork</li> <li>Induction support to include IT support, Operations, Compliance, Communications</li> <li>Update benefit providers of new starters and obtain necessary information</li> <li>Arrange new starter meet and greet sessions</li> <li>Monitor and maintain probation process</li> </ul> <p>Leavers</p> <ul style="list-style-type: none"> <li>Update HR System of the leaver</li> <li>Produce leaver letter</li> <li>Conduct exit interviews where appropriate</li> </ul> <p>Support the following HR calendar events</p> <ul style="list-style-type: none"> <li>Salary and Bonus Events – be involved in relevant administration, System updates</li> <li>Performance Management Process</li> <li>Absence Management</li> <li>Learning and Development and relevant training events</li> <li>Support Communication</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>First line HR and payroll support via email boxes</li> <li>Maintain electronic files</li> <li>Produce relevant documentation</li> <li>Support HR Initiatives such as Health and Well Being</li> <li>Support HR Project Activity</li> </ul>
Skills & experience profile	<p>We are looking for someone who is looking for a career in HR in a fast-paced environment. This may be a first entry level position for someone or may suit someone with relevant admin or HR related experience.</p> <p>We are looking for someone to join this friendly, but busy team of 2 who ideally has the following skills and experience</p>

	<ul style="list-style-type: none"> <li>• Good level of IT competence</li> <li>• Confident and clear communicator both verbally and in written form</li> <li>• Proactive</li> <li>• Accurate with an eye for detail</li> <li>• To exhibit integrity and be confidential in handling personal and sensitive data</li> <li>• Administration experience, ideally within HR</li> <li>• Able to work independently, using their initiative</li> <li>• Ability to multi-task and work on various work items in parallel</li> <li>• Enthusiastic about wanting to work in HR</li> </ul> <p>The successful candidate will, if desired, be provided with study support to obtain professional qualifications to support their development and career.</p> <p>Flexibility options can be considered for any application.</p>
Company's values	<ul style="list-style-type: none"> <li>• <b>Bold</b> "We are ambitious and passionate about our future"</li> <li>• <b>Expert</b> "We use our specialisms and expertise to get things done"</li> <li>• <b>Innovative</b> "We embrace change and continually seek to improve the way we do business"</li> <li>• <b>Accountable</b> "We are outcome focused and deliver on promises"</li> <li>• <b>Honourable</b> "We act with integrity and aim to do the right thing"</li> <li>• <b>Inclusive</b> "We encourage participation and value all contributions"</li> </ul>