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| Job Title: HR Co-ordinator | Dept. / Business Unit: Retail | Reports to: HR Manager |
| <p>Purpose of the Role: To provide a comprehensive support role to the HR Department in all aspects of the Human Resources Function across the business.</p> | | |
| <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Creation and maintaining of employee personnel files • Maintaining a computerised database of all staff • Assisting with high volume recruitment through generation of contracts, new starter packs and other relevant documentation • Notifying payroll department of new employees, leavers and any change in current employee circumstances via standard notifications on a weekly and monthly basis • Ensure planning department are informed of new employees and leavers • Ensure the Absence Management Procedure is implemented and adhered to with responsibility for tracking absence and other relevant information, working closely with the planning department to ensure all information on absent employees is updated • Assist with the co-ordination of investigations, disciplinary and grievance meetings and ensure all paperwork is retained and attend meetings where appropriate • Process employee leave i.e. maternity, paternity, parental etc. and ensure all requests are tracked accordingly • Ensure work permits, where applicable are up to date and escalate any issues • Running weekly, monthly and ad hoc reports on HR KPIs • Responsible for minute taking when required • Responsible for preparing reports from the database regarding attendance i.e. sick leave, headcounts, probation reviews etc. where applicable • Answering general HR queries from employees and management • Assisting with organisation of staff communication forums • Assist with implementing the employee wellbeing agenda • Assist with employee communications • Compiling data access requests in line with relevant legislation • Assist with internal audits • Any other duties as outlined by your Managers | | |
| <p>Person Specification</p> <ul style="list-style-type: none"> • Excellent verbal and written English is essential • At least 2 years' experience in a busy administrative role • Strong administration skills • Computer Literacy – excellent MS Excel skills • Strong time management skills with the ability to prioritise and multi task • Excellent attention to detail • Ability to work on own initiative | | |

- Integrity – confidentiality is paramount
- HR Qualification (Cert, Diploma, Degree) or working towards a qualification

- Please send your CV to Sinead_McLoughlin@keelings.com