

Job description

Job Title: HR Administration Assistant

Reporting to: Head of HR

This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices will change; in order to meet the demands of new legislation, and the requirements of the Firm. It is expected that the post holder will contribute to and assist with all future developments.

Overall purpose:

To provide administrative support to the HR team.

Main Duties:

HR

- to assist with recruitment administration including; preparing offer letters, taking up references, preparing Statements of Terms and Conditions, and preparing any other employee letters as directed.
- preparing acceptance of resignation letters
- to administer holiday bookings and other general day to day employee queries on the Moorepay HR system.
- to update various HR documents and templates as required and directed
- to create and maintain paper and electronic personnel files and ensure all relevant documentation is created
- to assist the HR Assistant with inductions and procedures related to new starters

Personal

- to keep confidential all client information.
- to be positive and helpful with colleagues, clients and professional contacts of the Firm.
- to assist other departments and colleagues within the firm as requested.
- to adhere to and familiarise themselves with the firm's terms and conditions (PPs).

Other duties

- to include other reasonable duties and tasks which are part of, and incidental to, this type of work

Person Specification

Essential	Desirable
Good general education	
Administrative experience Confidence to work on own	Experience of working in a legal practice Experience of working in HR
Good IT knowledge and skills Excellent communication skills Strong administrative skills Excellent interpersonal skills Ability to work on own initiative and prioritise workload	Knowledge of solicitors office and legal business
Able to work as part of a team Well organised Attention to detail Prompt and able to work in a timely manner Flexible attitude Levelheaded and able to perform effectively under pressure	
Able to travel and work at other offices	