

### Human Resources Administrator

We are currently recruiting for a HR Administrator to be based in our busy new Handsworth office. The successful candidate will be required to support in the day to day running of the HR Department and may be required to travel to support with HR functions across the business. Previous experience in a similar role is essential. A CIPD/CPP qualification and/or knowledge of TUPE are desirable. The Role will involve maintaining and creating staff files and databases, arranging and attending disciplinary's, booking and delivering staff training, ensuring all paperwork adheres to CQC guidelines, preparing contracts and agreements, assisting with absence monitoring and holiday reconciliation, supporting all areas of recruitment and monitoring probationary periods. Applicants must be IT literate and proficient in Microsoft Office, have excellent communication and numeracy skills and able to manage high volumes of work to tight deadlines. Drivers preferred. Salary £14 - £16,000 per annum dependent on qualifications and experience. Successful applicant will be required to provide an enhanced CRB disclosure, expense to be met by the applicant. If you have not received a response to your application within 10 working days then unfortunately your application has been unsuccessful.