



#TEAMREAYS

reays

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Join our team

HR Professional



We're looking for a full time, experienced HR professional to join our team based at our Head Office in Wigton.

Our team of people sit at the heart of our business and we are looking for an experienced and dynamic HR professional to further strengthen our team. This is a varied and challenging role that will cover all aspects of people and HR administration and offers the successful candidate excellent career progression.

Responsibilities will include:

Employee Communication

- To ensure the integrity of all employee data is correct and up to date at all times.
- To manage the preparation and submission of new starter offer letters, contracts of employment and starter packs.
- To prepare employee letters in relation to any salary, bonus or benefit adjustment and update all relevant systems.
- To ensure that the leaver process is maintained and prepare letters to leavers, calculate any outstanding holiday and benefits for submission to payroll.
- To collate and analyse staff exit interview data.
- To liaise with Line Managers to ensure that the probationary period is concluded and all relevant correspondence actioned.
- Prepare ad hoc employee letters.
- To administer the DBS & P4 process.

Induction and integration

- Complete the new starter form and process in a timely manner entering new information onto the relevant systems.
- Create electronic HR files for all new starters and ensure that all documentation is present and completed.
- Responsible for arranging departmental induction sessions.
- Request employment references for all new starters.

Payroll and HR systems

- Collate, input and update relevant information relating to payroll on a monthly basis (i.e. new starters, leavers, changes, holidays, sickness absence and maternity/paternity pay).
- Working collaboratively with the Payroll Administrator ensuring all payroll data is accurate.
- Update and maintain the HR system with any employee changes.
- Setting up new starters, removing leavers and updating the HR system and electronic employee files.
- Provide information to management by preparing reports from the HR system as and when required.
- Responsible for administrating holiday entitlements.

General administration and ad hoc duties

- Maintain employee and general electronic files.
- Management of the HR careers@reays inbox.
- Ensure confidentiality and appropriate security for all HR related information.
- Manage HR projects and undertake any other duties relevant to the post as assigned from time to time.
- Maintain an awareness of HR best practice at all times.

Training and development

- Advising on and progressing the company's employee development process and arranging training for employees.
- Arranging employee appraisals and performance reviews in collaboration with senior managers.

Qualifications, skills, and desirable experience

- Education to GCSE/A Level including (A-C) English and Mathematics.
- A minimum of 3 years HR experience
- Good knowledge of MS Office - Word, Excel, PowerPoint, Outlook.
- Reliable and flexible and must be able to work under pressure at own initiative.
- To ensure that statutory regulations and organisational policies and procedures are implemented and adhered to at all times.
- To act in a manner consistent with legislation, policy, and procedures in respect of Equality and Diversity.
- To work to the values of the organisation and display high standards of integrity and professionalism towards clients and colleagues.
- To demonstrate excellent communication and interpersonal skills in order to work effectively with clients and colleagues at all levels both internally and externally.
- To plan and organise own workload within tight timescales and to set and work to agreed objectives.
- To continuously develop and update own knowledge and skills within the job role and contribute to setting own work objectives.

Salary dependent on experience.

TO APPLY



Send your CV to careers@reays.co.uk
Tel: 016973 49999

