

JOB TITLE: HR Administrator
LINE MANAGER: HR Manager - Operations
DEPARTMENT: HR



AIM OF POST

- To assist the HR Team to ensure that all Rendall & Rittner employees are managed in a consistent way by providing efficient and enthusiastic administrative support
- To improve and help the team's efficiency by delivering high standards of service
- To assist the team to comply with the Company's Health and Safety Policies and Procedures

MAIN DUTIES AND RESPONSIBILITIES:

- Manage the administration of the full employee life cycle
- Manage the onboarding of new starters including pre-employment screening
- Maintain the HR Information System (currently Resourcelink)
- Manage a shared email Inbox with the HR Admin Team and respond to queries and action requests within a timely manner
- Work to payroll deadlines with regular communication with the Payroll Team
- Support the administration of the employee benefits schemes
- Deliver HR induction for new starters
- Keep up to date with knowledge of relevant HR policies and procedures
- Act as note taker in disciplinary and grievance meetings
- Carry out any other reasonable tasks or ad hoc projects as may be directed by the Head of HR Operations or HR Manager - Operations.

REQUIRED EXPERIENCE AND TECHNICAL COMPETENCY

- Level 3 CIPD qualified or studying towards the qualification, or relevant experience
- Good working knowledge of Word, Excel, and Outlook
- Ability to use an HR information system to access, input and compile data
- Excellent communication skills to communicate with internal and external stakeholders
- Excellent written communication and numerical skills
- Ability to work within tight and conflicting timeframes

Audience Internal
Approved
Template JD2018
Revision no [1]

Author Tope Amore
Approver Catherine Orezi
Scope
© Rendall and Rittner Limited

Date 01/02/2018
Reviewed [23/03/2023]
Reference [JD2018]
Page 1 of 2

- Excellent team player with ability to share knowledge and learn from others
- Ability to handle confidential information and sensitive matters.
- Excellent customer service approach and the ability to handle issues and queries with professionalism.

KEY BEHAVIOURAL COMPETENCIES

- Fairness: Ability to demonstrate that you can be relied on, and will treat others as you want to be treated, with respect and honesty
- Organisational Improvement: All companies need to be moving forward to keep their good name. We rely on you, our employees, to come up with the ideas that will take us to our aim of being the UK wide market leader in residential property management.
- Communication: Passing on and gathering information confidently and clearly, across all communications channels and able to win support and gain co-operation from others to achieve goals
- Respect: Ensuring that ethical values are applied consistently to all. This includes taking the time to respect and understand others, interpersonal sensitivity and cultural awareness.
- Unified Approach: Working with others; openly sharing information and helping colleagues to meet business goals and comply with Standard Operating Procedures (SOP's)
- Safety: Actively seeks to maintain a safe work environment for all employees, clients, contractors and members of the public.

SUSTAINABILITY

- To promote sustainability initiatives as directed by Rendall & Rittner.

The above is a high-level summary of accountabilities and is not meant to be a comprehensive description of the role. Additional ad-hoc responsibilities will arise which will be considered to form a reasonable part of the role and role requirements may be subject to change from time to time.

I have read my job description and therefore fully understand my role and responsibilities.

Name:

Signed:

Date: