

HR Administrator - Job description

Job title	HR Administrator
Main purpose/Job Overview	<p>We are looking for a reliable and experienced HR administrator, who enjoys being part of a small team, likes dealing with documentation, trackers and is knowledgeable in Microsoft Office.</p> <p>The administrator will undertake HR administrative tasks, ensuring the smooth running of HR Department.</p> <p>The ideal candidate will be able to work with autonomy and as a team player. They will be competent in prioritizing, detail-oriented, self-motivated and trustworthy.</p>
Reports to	

M&M Waste Solutions	<p>M&M Waste Solutions is a well-established Oxfordshire company with 50 years of experience in managing waste and skip hiring. As a family business all staff members know each other, creating a friendly environment while being professional and dedicated. M&M is a growing business with the goal to keep expanding and with the clear mission to develop our people to high standards, offering high quality and hassle-free experience to customers and to actively contribute to make Oxfordshire greener.</p>
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Main Duties & Responsibilities:
<ul style="list-style-type: none"> • Cooperate in the accomplishment of tasks or projects assigned. • Assist with offer letters and contracts of employment, whilst managing the timely distribution of such documents. • Assist with the development of new or current procedures and policies and any legislation updates. • Keep up to date external, internal and online training. • Carry out all admin tasks related to HR, such as: starters, leavers, medical checks, personal files, archiving, etc. • Attend employee forums and minute them. • Keep up to date HR forms and the HR System Software. • Comply with the Company's Management System.
WORKING CONDITIONS
<p>The job is mainly office based. The offices are based in Cassington, Oxfordshire, OX29 4FL. As a skip and recycling company, the premises include a process plant and a Waste Transfer Station.</p>

Minimum Qualification/ Certificates Required	Any diploma or degree in HR Administration or related fields will be advantageous.
Experience	Previous experience as an Administrator or HR Administrator is required.
Knowledge and Training	Proficiency in Microsoft Office (Word, Excel, PowerPoint).
Main Competences	<ul style="list-style-type: none">• Strong organisational and administrative skills.• Excellent communication skills, both written and verbal.• Detail-oriented with strong analytical and problem-solving skills.• Ability to multitask.
Salary	£25000.00
Any other requirements	<ul style="list-style-type: none">• Be eligible to live and work in the UK.• Full driving licence• Full time Job