

Job Description

Job title	HR Assistant - AWE	Date September 2024
Reports to (title)	HR Officer	
Contract/Department	AWE	Revision
Location	AWE	

Job purpose

Describe the overall purpose of the job in two or three sentences.

Support the HRO & Talent Advisor on EMCOR UK's largest defence account by providing an accurate and efficient administrative service.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Record all recruitment activity as required
- Contact candidates to arrange interviews and provide interview feedback
- Prepare recruitment adverts and post external & internal job boards
- Acknowledge and record all new CV's and application forms onto the recruitment database
- Preparation of new CV's
- Record results of CV sifts and recruitment interviews onto database, per candidate
- Prepare offer letters and contracts from templates, ensuring accuracy at all times
- Data input for new starters
- Together with the HRO, seek ways to continuously improve HR procedures and policies
- Support line managers and give advice with queries regarding absence, flexible working requests, grievance handling, investigations and performance management.
- Provide assistance with note taking in meetings
- Assist staff/management with personnel queries
- Assist with maintaining and updating information onto HR systems
- Provide interview support to line managers, as required
- Any other reasonable request

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- No direct line reports

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Extensive experience of supporting and coordinating HR and recruitment administration
- Proven ability to work well under pressure and to deadlines
- Demonstrable logical and professional approach to good organisational skills
- High degree of proficiency with Word, Excel, SmartSheet & PowerPoint
- Excellent communication, administration and organisational skills.
- Be able to communicate effectively and have flexible approach to work patterns.
- Proactive and self-driven nature
- Articulate, organised & reliable
- CIPD Level 3 is desirable but not essential
- The role requires a diplomatic and discreet approach

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Must be able to achieve and maintain UK Security Clearance status

Line Manager Signature	
Print Name	
Date	

Job Description

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	