



# HUMAN RESOURCES ASSISTANT



## ABOUT THE ROLE

The Human Resources department provides advice, guidance and a full administrative service on HR issues for circa. 2,300 staff, comprising of 15 divisions and Group Head Office located throughout England and Wales.

Responsible to: HR Manager

## KEY RESPONSIBILITIES

- Ensure that all new starters, leavers and transfers procedures are carried out in a timely manner including transfer of new starters from on-boarding to the HR/Payroll system and ensure that accurate information is ready for monthly/lunar payrolls.
- Assist with recruitment advertising and processing of applicants for vacancies within the Group via an Applicant Tracking System.
- Flexible working/Maternity/Paternity – ensure all requests are dealt with in a timely manner and assist line managers in communication to employees as required.
- To assist the Human Resources team with handling telephone enquiries from regional management, employees and outside agencies and take appropriate action or messages and pass them on to the appropriate people.
- To assist with company car administration.
- To assist the Human Resources Department with their day-to-day administration tasks.
- At all times comply with company policies, procedures and instructions
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities
- Contribute to improving the business, protecting and enhancing the reputation of the company by putting forward new ideas and, when requested to do so, implementing change



## THE PERSON

What kind of person are we looking for?

- Outgoing and confident
- Able to communicate clearly and effectively
- Organised
- Ability to work individually and within a team
- A strong need to understand the detail
- Manages time effectively to ensure that deadlines are met
- Be able to work with discretion and confidentially

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.