



HUMAN RESOURCES ASSISTANT



ABOUT THE ROLE

The Human Resources department provides advice, guidance and a full administrative service on HR issues for circa. 1,800 staff, comprising of 11 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.