



# HR ADMIN APPRENTICE



## ABOUT THE ROLE

To provide the Human Resources Team with full administration support and to work with Human Resources colleagues to deliver a comprehensive Human Resources service to Redrow.

The role will have a focus on the co-ordination and administration of the company car/car allowance fleet in Redrow. The Company car provision is a key benefit to staff and a key function within the HR team.

The role will also provide limited support to a busy Head Office reception.

Responsible to: HR Data Analyst

## KEY RESPONSIBILITIES

### ADMINISTRATION SUPPORT

- Answer the telephone/take messages
- Typing, photocopying, scanning and laminating
- Greeting visitors in a professional and courteous manner
- To ensure the reception area and meeting rooms are tidy
- Answering and diverting calls on a busy reception
- Receive goods/services into reception and keep a log of deliveries
- To monitor and process post both in and out
- Support with administrative assistance to various teams within HR Department
- At all times comply with company policies, procedures and instructions

## COMPANY CAR ADMINISTRATION

- Liaise with employees regarding queries i.e. vehicle maintenance, accident, repair, insurance, nominated drivers, vehicle renewals and moving schemes.
- Ensure that all hire cars for new starters and transfers are booked in a timely manner.
- Ensure that maximum utilisation is made of any fleet vehicles that become available for re-allocation, and co-ordination of leavers returning vehicles.
- Arrangement of the movements and re-allocation of cars, ensuring that movements go ahead as planned.
- Complete template letters for parking permit and crossings.
- Check vehicles that arrive at Head Office, ensuring that they are in a suitable condition.
- Liaising with employees for the payment of penalty charge notices, and responding to Notice of Intended Prosecution's.

## CAR ALLOWANCE ADMINISTRATION

- Provide driving licence checking third party company with up-to-date employee information on a weekly basis.
- Complete regular checks of the driving licence checking portal, ensuring all drivers have completed driving licence checks and have compliant licences, chasing employees where required.
- Carry out regular reviews of car allowance users to ensure that all data is up to date and meets scheme criteria.

## THE PERSON

What kind of person are we looking for?

- IT literate with a good understanding of Microsoft Office packages
- 5 GCSEs including Maths and English at grade 4 or above (Grade C+) or an equivalent
- Willing to learn
- Excellent verbal and written communication skills
- Ability to take on instructions
- Excellent organisational skills
- Able to work in both a teams as well as own initiative
- Able to work to tight deadlines in a pressured environment

## THE PERSON (Desirable)

- A Level 1 or 2 business administration qualification
- Previous experience of working within an office
- Full UK driving licence

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.