

<b>Job Title:</b>	HR Assistant	<b>Position Type:</b>	Permanent Full-time
<b>Location:</b>	KBRS Melksham		
<b>Department:</b>	HR Department		
<b>Job Description:</b>			
<b>Purpose of position:</b>	The HR Assistant is an integral member of the Operations Team and performs a wide range of human resources functions. Duties will include assisting with the recruitment process. The HR Assistant also help plan programs and processes designed to improve employee welfare. Assisting with payroll and maintaining vital employee records and ensure the smooth operation of the HR department.		
<b>Training / Professional experience and / or qualifications:</b>	<ul style="list-style-type: none"> <li>• A level qualification is desirable</li> <li>• Studying towards CIPD Level 3 is desirable</li> </ul>		
<b>Additional skills and requirements (IT, languages, extensive travel, Etc.):</b>	<ul style="list-style-type: none"> <li>• Ability to remain highly confidential</li> <li>• Minimum 2 years' experience in a similar administrative role in Human Resources.</li> <li>• IT literate with good working knowledge of the Microsoft suite (excel, word and powerpoint)</li> <li>• High level interpersonal and customer service skills</li> <li>• Exceptional time management and planning &amp; organising skills</li> <li>• Attention to detail is vital</li> <li>• Good and clear communicator</li> <li>• Adaptable to change</li> <li>• Demonstrate ability to form strong working relationships with all employees</li> <li>• Can do attitude</li> </ul>		
<b>Responsibility for personnel:</b>	None		
<b>Indicative main responsibilities / duties (5-9 key outputs):</b>			
<ul style="list-style-type: none"> <li>• Assisting HR with the process of recruitment, including vetting candidates, assisting with interview preparation and organising OPQ and right to work checks.</li> <li>• Supporting internal and external inquiries and requests related to the HR department.</li> <li>• Compiling and maintaining digital and electronic employee records, including holiday and sickness leave.</li> <li>• Processing payroll and assisting with the documentation of employee compensation and benefits.</li> <li>• Supporting HR-related training programs, workshops and seminars.</li> <li>• Entering employee data into internal computer database.</li> <li>• Coordinating logistics for new hire orientations .</li> <li>• Overseeing HR events and meetings and coordinating management-employee communications.</li> <li>• Continuously learn the latest HR best practices to improve workplace efficiency.</li> <li>• Attend meetings and support with minute taking and recording important information for follow up reviews.</li> </ul>			

- Report and track on all HR administration this include, sickness, flexible working requests, changes in terms and conditions.
- Responsible for ensuring background checks are carried out for appropriate roles.
- Working with 3<sup>rd</sup> party services on ad-hoc requests.
- Deliver HR inductions when required for new starters.
- Responsible for administration within HR – This includes entire employee life cycle, including creating offer letter and employment contracts, ad-hoc letters for HRBP and their areas.
- Processing / monitoring HR email inboxes.
- Responsible for updating organisation charts.
- Ad-hoc Project as and when required.

**Applying for this position:****By email:**

Please send your CV and Covering Letter to:

[MLK.Recruitment@knorr-bremse.com](mailto:MLK.Recruitment@knorr-bremse.com)

Please include the '**Job Title**' in the email subject.