Job Description & Person Profile
Human Resources (HR) Coordinator

Department: Human Resources (HR)

Reporting to: Human Resources (HR) Manager

Senior Manager: Human Resources (HR) Manager

Job Purpose:

To provide an effective and efficient secretarial and administrative service within the HR department. Working to stringent deadlines whilst managing a high volume, challenging and varied workload, using own initiative and excellent time management skills.

Responsibilities:

- Coordinating all Recruitment & Selection activities (e.g. processing applications, updating recruitment activity spreadsheets, preparation of interview letters and packs, coordinating the scheduling of interviews, liaising with line managers and recruitment agencies regarding vacancies).
- Coordinating all Learning & Development activities (e.g. scheduling of training sessions, producing internal certificates, liaising with internal customers and external training providers and preparation of PowerPoint presentations).
- Coordinating all Health & Safety (H&S) activities (e.g. scheduling of training sessions, producing internal certificates, liaising with internal customers and external training providers, preparation of PowerPoint presentations, preparing paperwork for H&S committee meetings and taking the minutes, preparing and updating H&S Posters).
- Creating, collating, updating and utilising spreadsheets to analyse and trend data.
- Drafting routine correspondence and document templates (e.g. forms, letters, checklists, spreadsheets, emails etc).
- All associated departmental filing, shredding, faxing, scanning and photocopying.
- Arranging internal and external meetings, using Outlook calendars.
- Meeting and greeting visitors and providing refreshments.
- Undertaking ad hoc project work.
- Covering both the HR Assistant's and the HR Team Secretary's workload in their absence and supporting them with workload fluctuations.
- Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
- Working with all members of staff to maintain and develop the positive progressive culture within The Specials Laboratory.
- Observing and complying with cGMP.
- Observing and complying with company Health and Safety Policies.
- Observing and complying with company Standard Operating Procedures (SOPs).
- Undertaking any other duties which may be requested by the Line Manager, for which training and/or an explanation has been provided and understood.

Person Profile:

- Essential Requirements:
  - Excellent IT skills i.e. Word, Excel, PowerPoint and Outlook.
  - Fast and accurate keyboarding skills (minimum 60 wpm).
  - A demonstrable track record, gained within a fast paced and challenging commercial organisation(s).
  - Previous experience gained working for a highly demanding team.
  - Ability to manage a voluminous workload, often with conflicting priorities and to stringent deadlines.
  - Demonstrable experience of dealing with highly confidential and often sensitive information.
  - Ability to produce clear, concise and accurate file notes, telephone messages, etc.
  - Exceptionally high standards with meticulous attention to detail.
  - Highly organised and a 'completer-finisher'.
  - First class team player with a totally flexible approach.
  - Pro-active with the ability to use own initiative.
  - Excellent communication skills (both written and verbal).
  - Professional and personable, with diplomacy and tact.
  - Self-starter with a positive and enthusiastic 'can do' attitude.
  - Good command of the English language e.g. spelling, grammar and punctuation.
  - Numerate.

- Highly Desirable:
  - Audio typing skills (minimum 60 wpm).
  - Experience of creating and updating Excel spreadsheets, including using formulas and graphs.
  - Experience of using databases.
  - Experience gained within an HR department.
  - Excellent shorthand or speedwriting skills, to take accurate minutes of complex, often lengthy meetings.
  - Minimum 'A' level standard of education.

Training:

- You will receive on the job training and other specific training, as agreed and required.