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## HR Administrator

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### About ION Science Ltd:

ION Science has over 36 years of industry experience designing, manufacturing, and supplying PID gas sensors, gas detection instruments and leak detectors for a wide range of industries and applications. We are an unrivalled worldwide gas and leak detection company, with a team of workers who strive to deliver exceptional product quality and customer satisfaction. In 2022 ION Science were awarded the Queen's award for Enterprise for MiniPID Sensors. This is a fantastic opportunity to join our dynamic and growing team and be part of a well-recognised brand associated with quality.

### MAIN PURPOSE OF JOB:

ION Science are looking for a HR Support Administrator to provide professional, confidential and comprehensive administrative support to the HR Manager. The person will need to be resourceful, think independently and be proactive to support the HR department.

### JOB ROLE:

- Support the recruitment and onboarding process through:
  - Compilation of CVs for managers and liaising with candidates and agencies to provide updates and feedback;
  - Scheduling interview meetings via Outlook and Teams;
  - Sending relevant paperwork to new starters and undertaking employment checks such as right to work, qualifications and reference checks;
  - Ensuring internal processes i.e. IT new starter forms, induction forms, probation meetings and training requests are completed and arranged; and
  - Completing an induction presentation for new recruits.
- Administer the leaver process, including:
  - Conducting exit conversations;
  - Completing the administrative process for leavers;
  - Responding to reference requests for current or ex-members of staff.
- Administer the training process, including:
  - Ensuring training documents and review forms are completed and signed, and relevant approvals are obtained;
  - Organising and logging internal training requests;
- Reporting, maintenance and monitoring of:
  - Absence documentation, including return to work forms and Doctor fit notes
  - Years of Service documentation and tracker
  - HR system, to ensure it reflects current staff details including new joiners and leavers, contractual or benefit amendments, change of personal details, annual leave, sickness/other leave, and ensuring that filing/archiving is completed in a timely manner and we are compliant with GDPR documentation policies.
- Improving company communications by:
  - Drafting the monthly employee ION Science newsletter, collating inputs from various people across the business.
  - Creating weekly social posts to promote ION Science.
- Attending meetings, including:



- Assistance in formal meetings, such as employee disciplinaries and grievances, writing minutes, or undertaking such tasks as may be required by the HR Manager.
- Health and Safety meetings, and assisting with H&S communications. Responsibility for logging and tracking training for H&S.
- Other HR and admin tasks, such as:
  - Private medical maintenance of member records and assisting staff queries
  - Drafting HR policies
  - DSE Assessments
  - Monitoring Outlook mailboxes, responding to general enquiries.
  - Providing day to day advice to employees on general HR related queries in line with Company's policies and procedures, escalating more complex issues to the HR Manager.
  - Assisting with the appraisal cycle, obtaining and recording completed appraisals.
  - Assisting the HR Manager with implementing and developing new projects.
  - Answering the front door to visitors
  - Answering the HR telephone line
  - Checking calendars for room bookings
  - Assisting in cleaning up Company events
  - Other associated tasks within the HR function as requested.

#### **SKILLS/EXPERIENCE:**

- Essential: Experience in HR Administration and an understanding of HR processes
- Proficient use of Word, Excel, PowerPoint and Outlook
- Excellent communication and organisation skills
- Good interpersonal and analytical skills
- Ability to build relationships at all levels across the business
- Strong attention to detail
- Ability to multitask, organise and prioritise work accordingly

#### **QUALITIES:**

- Able to maintain confidentiality at all times
- Ability to remain calm and professional under pressure
- A good team player with good personal skills
- A good multi-tasker
- Ability to work independently and problem solve

Helpful and approachable demeanour

#### **BENEFITS:**

- |                                                                                 |                                                 |
|---------------------------------------------------------------------------------|-------------------------------------------------|
| ● 25 days annual leave + Bank Holidays (annual holiday increasing with service) | ● In-house training                             |
| ● Excellent employer pension contributions of 8% after probation                | ● Discretionary Annual Bonus                    |
| ● Life Assurance of 4 times of pensionable salary                               | ● On site shower & changing facilities          |
|                                                                                 | ● Long term service awards                      |
|                                                                                 | ● Monthly lunch & drinks laid on by the company |



- Sick Pay
- Christmas party
- On-site parking
- Private Medical with AXA
- Bike Purchase Scheme
- Car share scheme
- Early finish on Fridays

#### **WORKING PATTERN:**

- Monday to Thursday: 08:30 – 17:00, Friday: 08:30 –15:45
- Immediate start available
- Full time – Permanent position.

#### **LOCATION:**

This role is based at the ION Science head office, located in Fowlmere, 10 miles south of Cambridge. The role is required for you to be on site.

#### **OUR CORE VALUES:**



See what our employees have to say about working at ION: <https://ionscience.com/en/careers/>

Due to the high volume of CVs we receive, it might not be possible to provide feedback to all applicants. If you are successful, we will be in touch to arrange a call with our recruitment manager.