

Job Code: **HR & TRAINING ADMINISTRATOR (maternity cover)**

Reporting to: **HR ADVISOR**

Purpose: To support the HR & Training team by providing a high standard of administrative support to enable the department to run smoothly and efficiently.

Achieving Results

- Undertake HR administration for the London region
- To be responsible for the company car fleet and car controller activities
- Responsibility for looking after the needs of the weekly paid personnel, incl. wages
- Updating Cascade HR Software
- Adhoc HR Administration Tasks
- Booking training courses and associated administration
- Ensure all training systems/documents are regularly updated

Managing the Process

- Complete mandatory HR and Training forms accurately and timely
- Assistance to HR and Training with data entry/admin tasks as required
- Copying, scanning, filing, printing, binding for the department as required
- Assist the HR Advisor by attending HR meetings to undertake meeting notes, transcribe and circulate as necessary.
- Assist the Training Advisor with training course preparation, ensuring information is printed, resources available in the meeting room, agendas and minutes circulated
- Issuing of training certificates
- Production of correspondence in the form of letters, emails as appropriate and required
- Provide reception and outgoing post cover in absence of present incumbents
- Undertake administrative duties as required by the HR Advisor and the team as requested and to support the training department with administration on an adhoc basis.
- Manage document control and flow of correspondence, information, reports, and minutes into and out of the department of both internal departments and external clients
- Supporting site staff where necessary with adhoc enquiries
- Responsibility for Project+ training (training will be given)
- Ensuring staff holidays are recorded and updated
- Attend career fairs and industry related events with the Training Advisor

Car Controller

- Accurate collation and maintenance of Car Allowance information
- Liaison with Fleet Management for driving licence checks and correct documentation
- Fuel card management comprising ordering and cancellation of fuel cards for company cars/car allowance and commercial vehicles
- Ordering of hire cars
- Maintain accurate records of hired commercial vehicles
- Record and submit insurance information for commercial vans and plant hire
- Maintain vehicle insurance database
- Oversee Airmax vehicle mileage
- Record CO2 emissions
- Maintain London fuel card list ensuring all car details are recorded

Project + Trainer (training will be provided)

- Provide Project + training to all new starters and existing staff where appropriate
- Create new projects and add all adequate information when required

Delivering Quality

- Carry out other HR administrative tasks as required
Including:
 - Typing of notes, reports and letters
 - Updates to the various HR Spreadsheets
 - Filing
 - Producing reports from HR Database and manipulating data where necessary to provide information
- Ensure that the relevant paperwork is filed on Employee HR files
- Ensure that an electronic and paper based HR file is set up for each new employee
- Ensure that all appropriate paperwork is filed on the individual's HR file
- Ensure that the personnel files are kept up to date and accurate

Serving the Customer (Internal and External)

Ensure that all necessary administration in relation to external suppliers and internal customers is carried out in a timely and accurate manner

- Provide ad hoc assistance with Reception cover where necessary
- Provide cover during the absence of the HR Advisor where appropriate
- Build positive relationships with key contacts, internal and external
- Field telephone enquiries, resolve queries and/or make appointments
- Take responsibility for duties and ensuring satisfactory completion
- Ensure correspondence to the team is acknowledged and receives a timely response
- Ensure a flexible and adaptable approach at all times

Health & Safety

All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.

Equality & Diversity

All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Behaviours

Through our Service First principles, every staff member has a responsibility for applying these principles within their working environment. This will be demonstrated by:

- Being respectful and courteous to others
- Being open and honest
- Doing what you say you will do
- Promoting teamwork
- Choosing the right attitude and encouraging positivity
- Ability to self organise
- Ability to prioritise to meet deadlines

Technical Skills and Knowledge (minimum requirements)	Basic	Intermediate	Advanced
Microsoft Word		✓	
Microsoft Excel		✓	
Microsoft Outlook			✓
Microsoft Power Point		✓	
Knowledge, understanding and application of good customer service		✓	✓
Knowledge and understanding of construction and house building industries		✓	
HR specific software packages - Cascade		✓	
Accurate keyboard skills			✓
Flexible and adaptable working practice		✓	✓
Team co-ordination skills			✓