



HR Intern

(HRS-07-10)

The Role:

This is an excellent opportunity to join our team in a busy, HR outsourcing company supporting us and our clients in varying business areas on a range of employment issues.

To be successful in this role you will ideally have a working knowledge of Human Resources, as well as the ability to put this into practice. An understanding of HR in the broadest context and demonstrable knowledge of best practice across a broad range of initiatives is also required for this role.

Due to the focus and importance that we put on supporting our clients, experience of meeting deadlines and understanding the importance of delivery against agreed targets is paramount.

This role will provide the successful candidate to experience all aspects of HR in a commercial environment. The successful candidate will be involved as part of the HR project delivery team as well as support day to day HR Administration.

Key Duties and Responsibilities:

Recruitment

- To work with a HR Consultant on recruitment campaigns including the drafting of job descriptions, adverts and to manage the recruitment process.
- To project manage all aspects of recruitment administration, including dealing with speculative enquiries.
- Co-ordination of recruitment administration both internal and external.
- Generation routine administration.

Employee Relations

- To provide support to clients through a HR Consultant to ensure compliance with Company policies and legislative requirements.
- To project manage and deliver employment legislation changes to clients.
- Note taking for Disciplinary and Grievance meetings, where appropriate.

HR Projects

- To support the HR Project Team in the delivery of HR Projects, including the drafting of general employee handbooks and policy updates.
- To work with the Project Delivery Team in the design and delivery of Employee Communications in relation to specific HR Projects.
- To be responsible for ensuring that Employee Communications are delivered on time and in accordance with the HR Project.
- To provide analysis and interpretation of employee data from Employee Surveys.

HR Metrics

- To provide basic information and reports to clients on disciplinary processes as well as absences, capability and performance.
- To maintain the Client HR Database and ensure that staff details are kept accurate.

- To run regular reports from client databases to flag up areas, end of probationary periods, visa expiry dates, maternity, etc.

General

- Cover the reception area and to assist with site visitors as required.
- Ad-hoc duties as required to support the HR Consultants and Project Delivery Team.

Person Specification:

- A minimum of 6 months previous administration experience, ideally within a HR/ Office environment is desirable
- English and Maths GCSE
- The ability to write clear and concise English
- Computer literate and proficient in MS Office and web based applications
- Demonstrate a strong understanding of current employment legislation
- Excellent organisational and administration skills
- Excellent attention to detail
- Highly organised with the ability to meet daily, weekly and monthly deadlines
- Confident relationship builder
- A professional and flexible attitude
- Ability to work under pressure and to deadlines
- Capable of using own initiative
- Excellent communication skills both orally and on the telephone and the experience of dealing with people at all levels
- A proactive approach

Please Note:

This role is for interns only, and all applicants must be recent graduates.

This role is a 12 week internship and as an intern you will not receive a salary, however you will receive a weekly allowance of up to £100.00 per week.

If you are interested in this position or wish to find out more about the role then please contact Greg Guilford, Director, 01536 484 552 or gmg@hrsolutions-uk.com or apply via recruitment@hrsolutions-uk.com.