

Responsible to the Personnel Manager

PURPOSE OF POSITION

1. To support the Personnel Team with the staffing rota.
2. To undertake office duties to support the Personnel Team.

PRINCIPAL RESPONSIBILITIES

1. To support the Personnel Co-Ordinator with the fulfilment of shifts on plan day to bring each shift in each unit to the required levels.
2. To assist with the administration duties in the recruitment process of new staff.
3. To carry out office tasks including filing, file management, photocopying and scanning.
4. To assist with typing documents and preparation of documents.
5. To carry out data entry and updating records.
6. To print training packs, induction packs and brochures.
7. To work flexibly, including evening and weekend hours.
8. To perform other such reasonable duties as may be required.