



## **KEY OBJECTIVES & RESPONSIBILITIES**

### **RECRUITMENT**

- Facilitate the entire recruitment life cycle, from editing job descriptions and posting vacancies to managing candidate applications and coordinating interviews
- Documenting all applications using Capsule to archive and grow database
- Conducting first interviews with the support of P&CD
- Managing candidate and recruiter relationships
- Overseeing second stages of recruitment process to job offer
- Understanding industry trends and best practices in recruitment to elevate processes
- Growing the recruitment network and Plaster brand alongside P&CD

### **HR**

- Managing staff records from creation to present day updating
- Administration of staff benefits
- Onboarding of all new staff, from set up to induction alongside Ops team
- Annual leave: overseeing diaries, managing allowances and confirming line manager sign off, encouraging best practice and wellbeing across the company
- Absence: recording and tracking staff sickness and absences
- Birthdays/ anniversaries/ Leavers: organising all staff presents/cards, cake, etc. take the lead on the celebrations and celebrating the humans that make our team fantastic
- Help support Ops Director with staff socials, team breakfast, Christmas trip etc
- First Aid: To make sure there 2 trained staff members at all times within our growing team
- H&S: First port of call for health & safety in the office, adhering to government guidelines and updating Ops Director on additional requirements
- Preparation of contracts for new and existing employees
- Managing appraisal and training alongside P&CD
- Providing advice and guidance on HR policies and procedures
- Reviewing & updating all company policies in line with changing needs and sector developments
- Working alongside the P&CD and FD to deliver exemplary care, consideration and professional support across the company
- Supporting the P&CD with any additional HR responsibilities

### **ATTITUDE & MUST HAVE TRAITS:**

- Good working knowledge of UK employment law
- Minimum of 3 years' experience in a similar role

- Strong organisational and communication skills
- Pragmatic working style, a details demon
- Take pride in delivering your work & pushing your own professional development
- CIPD qualification or equivalent is desirable