



HR Administrator

Stage One

Stage One is a unique, innovative and exciting company. We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times. Olympic Ceremonies, Global Events, Product Launches, Architectural Pavilions, Theatre & TV sets are all things that we are regularly called upon to help create.

We are a multi-disciplined manufacturing facility spread over 12,000Sqm of estate. We have four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

The HR team at Stage One is based in our main office in Tockwith on the outskirts of York, offering support to 150 staff across the different areas of the business. We are looking for a full-time HR Administrator to join us providing fast-paced HR administrative support.

Salary: £18,000-19,500 depending on experience

Hours of work: 8.00am - 5.00pm, Monday – Friday, occasional overtime may be required

Contract Type: Permanent

Based at: Tockwith, near York, YO26 7QF



Job Description

HR Administrator Role:

The role is ideally suited to an individual looking for an opportunity to begin their HR career or develop their existing administrative skills within a busy HR environment. With that in mind, an understanding of the confidential nature of HR work and familiarisation of HR policies and procedures would be an advantage, however not essential as training will be provided.

We're looking for an accurate and detail orientated administrator, who has a very high level of organisation. The ideal candidate must be a strong communicator and be comfortable communicating internally at all levels across the Company, as well as externally. The HR Administrator role requires a multitasker with the ability to juggle multiple deadlines and prioritise the work load, while maintaining a high level of accuracy.

Key Responsibilities:

- Providing day to day administration support to the HR team
- Inputting all holidays, absence, sickness etc. in a timely manner
- Recruitment administration – updating job descriptions, logging applications, responding to applicants & arranging interviews
- Maintaining & updating personnel files
- New starter administration
- Arranging inductions for all new starters
- Organising staff training and development
- Logging and inputting training records
- Performance review administration
- Liaising with external recruitment agencies and raising purchase orders for agencies
- Updating spreadsheets
- Note taking in meetings
- Other general administration

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.



Person Specification

ESSENTIAL / DESIRABLE	
Qualifications	
A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience	Essential
CIPD qualified or working towards	Desirable
Knowledge	
Knowledge of administrative procedures and processes used in a busy office	Essential
Knowledge of HR policies and procedures	Desirable
Knowledge of Employment Law	Desirable
Knowledge of ISO 9001	Desirable
Skills, experience, abilities and competencies	
Minimum of 2 years' Administration experience	Essential
Previous HR experience	Desirable
Competent in the Microsoft Office Suite including Outlook and Excel	Essential
Strong communication skills, both verbal and written, and the ability to communicate effectively with a wide range of people	Essential
Excellent time management skills and the ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines	Essential
Ability to multi-task	Essential
Experience of using internal databases	Desirable
Personal attributes	
Professional and positive attitude to work, drive, enthusiasm and commitment	Essential
Ability to remain calm when under pressure	Essential
Strong attention to detail	Essential
Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year	Essential
Willingness to undertake relevant training as appropriate	Essential



Enthusiasm to support other areas of the department as required	Essential
Recognises the need for change and is forward looking and regularly comes up with new ideas	Essential