

HR ADMINISTRATOR

Northfields is seeking to employ an HR Administrator to support the HR Department in the provision of an efficient HR service to Northfields. This is an administrative support role within the HR function with particular focus on recruitment, employee records and operational administration.

ROLE AND RESPONSIBILITIES

Recruitment

- Support the recruitment process
- Place vacancy advertisements and respond to communications from candidates.
- Ensure that Northfields' website provides accurate information on current vacancies and that relevant documents on the vacancies page are up to date by liaising with the Marketing Department
- Track applications, prepare shortlisting packs and invite candidates for interview.
- Follow up on reference checks
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents.
- Follow up on Morality Certificate or Criminal Clearance.
- Provide administrative support for new starter's recruitment pack
- Create files and update the HR system
- Administrative support for Work permit and Occupation permit process.

Employee Records

- Support the HR Department in ensuring the HR IS is kept up to date at all times.
- Ensure that all other employee records in the school's database are accurate and updated when required.
- Create and update employee files (electronic)
- Prepare list of employees for the PSEA

Operational HR

- Answer and deal with day-to-day enquiries in a timely and efficient manner.
- Deal with incoming email, post and other paperwork.
- Assist the HR Business Partner in the administration of new starters, leavers and current staff
- Ensure staff absence data is updated regularly and provide reports when needed.
- Deal with enquiries and correspondence, and drafting responses and routine letters.
- Assist with other HR projects where required.
- Provide administrative support for the medical scheme reconciliation as and when required
- Document, Report and File all personnel actions (promotions, transfers, and terminations)
- Fillings
- Assist in Employee Activities and Events
- To support the training needs of Northfields through the HRDC refund scheme
- To act as a backup to the cover administrator

The successful candidate should possess the job specification as outlined below:

EDUCATION

- Higher school Certificate preferably with Maths as a main subject
- Diploma/ Degree in HR

SKILLS

- Attention to details
- Excellent Verbal and Written skills
- Interpersonal skills
- Accuracy
- Methodical

Please send full CV and cover letter to careers@northfieldsinternational.school by Sunday 17th February 2019.