

Job description

This is an essential role ensuring the smooth operation of the whole business. We are looking for someone with good communication and organisational skills, someone who is a team player with a pleasant telephone manner. Ideally someone with proven HR experience and someone who has worked within a similar organisation/ family business.

Skills

You will need to have

- **attention to detail;**
- **Strong organisational skills**
- **the ability to plan your own work, work on your own initiative and meet deadlines;**
- **the ability to manage pressure and conflicting demands and prioritise tasks and workload;**
- **oral and written communication skills;**
- **tact, discretion and respect for confidentiality;**
- **a pleasant, confident telephone manner;**
- **teamwork;**
- **reliability and honesty;**
- **project management skills.**

Duties will include:

- dealing with telephone and email enquiries;
- HR - recruiting, training and supervising junior staff and delegating work as required; wages and time sheets and pensions
- Health and Safety
- creating and maintaining filing systems;
- scheduling and attending meetings, creating agendas and taking minutes
- using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases; devising and maintaining office systems;
- liaising with staff in other departments and with external contacts;
- ordering and maintaining supplies;
- organising and storing paperwork, documents and computer-based information;
- Vehicles and Utilities

This is mainly Monday-Friday although there may be occasions when a Saturday or Sunday is required.

Job Types: Full-time, Permanent

Salary: From £26,000.00 per year

Benefits:

- Additional leave
- Casual dress
- Employee discount
- Free parking
- On-site parking

Schedule:

- 8 hour shift

Work Location: In person