

## HR Assistant Part-Time 15 Hours a week

### Overview

**Salary** £22k - £26k per annum pro-rata DOE

**Job Location** St Leonards

**Job Type** Permanent

**Posted** 04 November 2021

An exciting opportunity has arisen for a Part-Time HR Administrator to join Photek, a growing, successful and innovative company based in East Sussex.

Photek is a specialist manufacturer and global supplier of vacuum based tubes and camera systems for photon detection. They are experts in large area and ultra-high speed imaging and advanced photon counting camera systems. The HR Administrator is responsible for dealing with all HR administration as well as supporting Management and assisting the Finance team.

***This is a part time role, 15 hours per week, days to be agreed between the Photek and the successful candidate.***

### Main Duties:

- Administer HR-related documentation, such as contracts of employment
- Ensure the relevant HR database is up to date, accurate and complies with legislation (e.g. absence management/employment details)
- Organise and maintain personnel records across two sites
- Be the first point of contact for all staff HR-related queries
- Work with Senior Management and external HR partner, preparing paperwork for HR policies and procedures
- Liaise with our external HR partners to ensure legal compliance · Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Support managers in any HR-related issues to ensure consistency of practise (e.g. Disciplinary/Grievance/Flexible Working requests etc)
- Support managers in setting consistent boundaries across the group of companies
- Assist Finance by providing relevant employee information for payroll (e.g. holiday absence, sick days and overtime)
- Participate in HR projects (e.g. support Photek at a job fair event)
- Arrange/participate in HR meetings and training seminars
- Run recruitment campaigns in collaboration with recruitment agencies and process incoming resumes.

In-house training will be provided.

The Company offers 20 days holiday, plus bank holidays (full time equivalent).

## **Skills and Knowledge**

### **Essential:**

- Proven work experience as an HR Administrator, HR Administrative Assistant, or other relevant role
- Computer literacy (in particular MS Office applications)
- Excellent organisational skills, with an ability to prioritise important projects
- Strong interpersonal and customer-facing skills
- Strong communication skills, both written and verbal
- A high level of confidentiality
- The ability to work as part of a team
- The ability to work accurately, with attention to detail
- Willingness to travel between two different company sites

### **Desirable:**

- Relevant experience in Human Resources
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## **Qualifications required**

### **Essential:**

- Maths and English at GCSE (grade C or equivalent)

### **Desirable:**

- CIPD HR qualification

Please submit your CV with a covering letter clearly demonstrating how you have the range of relevant skills and experience to meet each criteria as set out above and explain briefly why the post interests you. [recruitment@photek.co.uk](mailto:recruitment@photek.co.uk)

Please also provide the names and contact details of two referees (to be contacted only with consent).