

Job Reference:
Job Title: HR & Recruitment Administrator

Reports to: HR Manager

Closing Date (If applicable): N/A

Hanover Displays Limited is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and most of the production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our HR department and are excited to be expanding our team. We are looking for a talented individual to join us at an exciting time of growth where we will be supporting the business with both technological & organisational change.

A competitive salary package is available, including contributory pension scheme, private medical insurance, company laptop, phone, all required tools, and a minimum of 24 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 29 days per annum.

Brief Summary	<p>Hanover has enjoyed a significant increase in sales over the past 3 years which has driven the growth of our organisation. We are therefore looking for a talented HR & Recruitment Administrator to join us at an exciting time of growth and technological change.</p> <p>This is a great opportunity for an enthusiastic and driven HR professional to join our team.</p> <p>We are looking for this individual to support our HR team in providing a comprehensive administration service to the business. You will act as a first point of contact for some HR queries, ensuring that communication is clear, concise, and consistent.</p> <p>Hanover's global sales are now £60m / year and our HR team are integral to the continued success and growth of our business. The successful candidate will be committed to teamwork, process enhancement and continuous improvement.</p>
Responsibilities	<ul style="list-style-type: none"> • Carry out all the administrative processes in the recruitment process, for example, prepare recruitment documents, organise recruitment timetables, draft and place adverts, log application forms, and track candidate onboarding. • Ensure that the HR service undertakes all necessary employment checks including referencing, DBS checks, right to work etc. • Providing advice and guidance aligned to employment law. • Administer the process for new employees and workers, preparing contracts, offer letters and processing all pre-employment checks. • Support induction meetings with new employees and workers and liaise with line managers to ensure they are aware of their responsibility in the induction process. • Administer the probation process ensuring managers know when review meetings need to take place. • Ensure that all payroll instructions are prepared and logged in time for the monthly payroll. • Run, this is to cover things such as contractual variations, new starters, leavers, contractual benefits, and staff benefits.

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	<ul style="list-style-type: none"> • Support with the administration of training, communicate with staff re booking of training activities as required and maintain budget expenditure records, and process invoices for payment. • Ensure the HR database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave. • Provide day to day advice to line managers and staff on general HR related queries, requests and Hanover policies and procedures, escalating more complex issues to the HR Manager as appropriate. • Ensure resignations are acknowledged in a timely manner, the line manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions. • Maintain accurate records of fixed term contract dates and set reminders to give appropriate notice periods. • Ensure exit interviews are offered to all staff either face to face or electronically. • Carry out general administration tasks for the HR and Payroll Department, for example, sorting post, answering the phone, managing the HR and vacancies inboxes, devising/updating standard Human Resources documents and letters. • Respond to reference requests for current or ex-members of staff. • Ensure electronic and paper- based staff files are maintained, and filing/archiving is completed in a timely manner. • Maintain an up-to-date Procedures Manual for all HR Administration duties. • Assist the HR team in developing and implementing new projects.
<p>Essential Skills</p>	<ul style="list-style-type: none"> • Experience of working in a busy HR/Recruitment function • Keen attention to detail • Analytical mindset with a proactive attitude to addressing and resolving problems. • Ability to highlight areas for improvement to drive efficiency and accuracy. • Exceptional organisational skills with a practical and methodical approach to prioritisation • Proficiency in multitasking under pressure • High standards of professionalism and work ethic with a positive can-do attitude • Demonstrate flexibility in daily tasks and training.
<p>Desired Skills</p>	<ul style="list-style-type: none"> • CIPD Level 3 (or working towards) • Exposure to using job boards for proactive candidate sourcing using 'Boolean' searching. • Experience of using a HR database/system • Willingness to take a hands-on approach as needed. • Demonstrated enthusiasm with a proactive initiative. • Advanced proficiency in MS Office with ability to learn new systems efficiently. • Experience of working within cross functional teams • An understanding with a keen desire to further knowledge of employment law best practice

Contact Information:

Email us with your CV including details of your qualifications, experience, and availability at Recruitment@hanoverdisplays.com