HR & RECRUITMENT COORDINATOR

The Company

We are the Christmas Tree Specialists. A British brand with Scottish Heritage, Pines and Needles are the Premier Christmas Tree Growers, Wholesalers and Retailers in London and the South of England.

What you will do in your role

- Managing new start administration process
- Work with the Recruitment team for hiring of employees
- Drafting offer letters, contracts and letters
- On-boarding of employees pre-employment checks, data management etc
- Off-boarding of employees exit interviews, updating system etc.
- Probation process coordination
- Maintaining HR database
- Assisting with payroll administration
- Assisting with benefits administration
- Dealing with HR queries

You will need the following experience:-

- Previous experience in an HR administrative role.
- Excellent verbal and written communication skills
- Great relationship builder
- Ability to work under pressure, prioritise, multi-task and meet deadlines.

Job Location:-

• Riverhill Mews, Worcester Park KT4 7QB

Job Types: Full-time, Temporary, Contract

Contract length: 3 months

Salary: £11.00-£12.00 per hour

Schedule:

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Day shift
- Monday to Friday
- Weekend availability

COVID-19 considerations:

The company complies to all Covid regulations

Application question(s):

• Must have the right to work in the United Kingdom.

Experience:

• Human Resources: 1 year (preferred)

Work Modality : In person at office

Expected start date: 02/10/2023