

# HR Administrator

[www.cswgroup.co.uk](http://www.cswgroup.co.uk)



**Location: Plymouth office and home based working**

**Full time**

**Permanent**

**Salary: £21,528**

CSW Group are the largest single provider of information, advice and guidance services across the Southwest region and operate a range of contracts supporting young people to make successful transitions at key points of their lives.

As an employer we offer our team up to 28 days of holiday per year, a generous company pension scheme, access to an employee healthcare scheme, employee Birthday Leave and a paid Charity Day along with the option to join a Cycle to Work scheme. Our People Strategy puts our team at the heart of our business.

As a member of the HR team you would be supportive and helpful, being a first contact point for queries to HR, triaging requests and enquires, responding in a timely and professional manner in line with company and legislative requirements, processing administration for all HR processes and maintaining HR records and files with a clear understanding of confidential data security.

## **Essential Criteria:**

NVQ2 or equivalent qualification level

Experience of the administration of secure and confidential personal data

Experience of working as part of a busy team and demonstrative ability of managing your own workload

Experience in the use of ICT systems including Word, Excel, MS Teams and Zoom

Experience of producing accurate correspondence and providing administrative support to a varied and large team

Experience in inputting to, and the maintenance of, databases

Excellent communication skills with the ability to engage with a wide range of people

Ability to deal with HR related queries

Commitment to team and individual training and personal professional development

Being organised and ability to prioritise, with an ability to organise and co-ordinate HR and recruitment processes

Ability to cope with the duties and responsibilities of the post and the associated working environment

Flexibility and ability to travel

## **Desirable Criteria:**

CIPD Level 3 Foundation Certificate / NVQ 3 or equivalent level qualification relating to Administration/HR work

Experience in the use of databases

Experience in use of PowerPoint

Experience of providing HR specific administration support

Experience of working within a busy team and with other agencies

Experience of working to specific timeframes and with a busy changeable workload

Experience of working with personal, secure and confidential data

Empathetic, compassionate, calm and considerate nature

Willingness to undertake an HR specific qualification

If you would like to apply for the position of HR Administrator, an application pack is available to download [here](#).

Alternatively, please e-mail [recruitment@cswgroup.co.uk](mailto:recruitment@cswgroup.co.uk)

Details will be made available in alternative formats upon request.

**Vacancy reference: 1161**

**Closing date: Tuesday 12<sup>th</sup> April 2022**

**Interview date: tbc**

Through its work CSW Group actively safeguard and promote the welfare of young people and vulnerable adults and all employees and volunteers and others working on behalf of the company are required to share this commitment. Successful individuals will be required to undergo full vetting checks including an enhanced disclosure by the Disclosure and Barring Service.

We are an equal opportunities employer and positively encourage applications from suitably qualified candidates regardless of gender, race, age, disability, sexual orientation, religion or belief.