

JOB DESCRIPTION

JOB TITLE:	HR CO-ORDINATOR (JOB SHARE)
NAME OF JOB HOLDER:	
REPORTING TO:	GROUP CHAIRMAN
PRIMARY RESPONSIBILITIES:	To work, on a job-sharing, part-time basis, within guidelines, codes of practice and Company policy to ensure that duties and responsibilities as listed in this job description are carried out, maintained and that appropriate actions are taken. Maintain absolute confidentiality and a significant degree of discretion.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Complete administration for the directors and management – HR issues only.
2. Liaise with appointed employment law consultants on personnel related issues and procedures. Produce appropriate documentation.
3. To listen to the needs and expectations of all employees and, if appropriate, to liaise with management to assist in the resolving of disputes.
4. Attend disciplinary, grievance and performance meetings to act as minute taker.
5. Ensure the HR Department codes of practice are followed correctly and within the agreed time scales.
6. Issue Employee Handbook and Principal Statement together with appropriate new starter forms for each new employee. Carry out induction procedure and ensure all relevant forms are returned and retained in personnel file.
7. Update Employee Handbook as required and issue relevant changes to all employees.
8. Ensure all legal, statutory and regulatory requirements are adhered to, and kept up to date.
9. Maintain accurate and up to date personnel records for all employees.
10. To monitor and maintain accurate sickness and absence records.
11. Monitor completion of personnel forms and acknowledgement of personnel letters by all employees. Escalate where necessary. Process Maternity Leave, Paternity Leave and Parental Leave.

12. Opening and distribution of incoming daily mail.
13. Check accuracy of monthly time sheets and forward to payroll office.
14. Attend 1st stage interviews for recruitment.
15. Liaise with payroll office regarding queries in respect of wages/salaries, pensions, maternity leave, SMP, SSP.
16. Maintain and update HR system as necessary.
17. Maintain records for temporary personnel.
18. Compose and place authorised advertisements for recruitment of staff on MGUK website, online job boards, and with agencies as necessary.
19. Maintain employee work wear files.
20. Maintain Company Accident Book.
21. Ensure the Board Room and Training Room are of an acceptable standard when visitors are expected.
22. Order food/drink provisions for directors/visitors and seminars as required. Serve refreshments for directors/visitors.
23. Personal business for Group Chairman as and when required.
24. Any other reasonable duties requested by directors.

Signed for and on behalf of Merton
Group UK Limited.

Signed by employee – confirming that
employee is in agreement with details as
laid out in this job description and will
carry out duties and responsibilities at
all times.

Name: _____

Name: _____

Date: _____

Date: _____