

Human Resources Assistant
LJMU Airways

Position Overview

We are seeking a motivated and detail-oriented Human Resources Assistant to join our dynamic team. This position is ideal for a postgraduate HR student who is looking to gain hands-on experience in a fast-paced environment. The successful candidate will provide administrative support to the HR department and assist with various HR functions.

Key Responsibilities

- Assist with the recruitment process, including posting job ads, screening resumes, and scheduling interviews.
- Maintain employee records and ensure compliance with HR policies and procedures.
- Support the onboarding process for new hires, including preparing orientation materials and conducting orientation sessions.
- Assist with the administration of employee benefits and payroll.
- Coordinate and assist with HR-related events and training sessions.
- Respond to employee inquiries and provide assistance as needed.
- Assist with the development and implementation of HR policies and procedures.
- Conduct research and compile data for various HR projects and reports.
- Maintain confidentiality and ensure the security of employee information.
- Perform other administrative duties as assigned by the HR Manager.

Qualifications

- Postgraduate degree in Human Resources, Business Administration, or a related field.
- Excellent organisational and time management skills.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Attention to detail and ability to maintain high levels of accuracy.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and the ability to interact with employees at all levels.
- Knowledge of HR principles, practices, and employment laws in the UK.
- Previous HR internship or work experience is a plus.

Required Skills

- Strong analytical and problem-solving skills.
- Ability to handle sensitive and confidential information with discretion.
- Effective conflict resolution and negotiation skills.
- Proficiency with HR software and databases.
- Excellent time management skills and the ability to prioritise tasks.
- Ability to work under pressure and meet tight deadlines.