

NORWICH AIRPORT LTD

JOB DESCRIPTION

JOB TITLE:	Casual HR Assistant
DEPARTMENT:	Human Resources
REPORTS TO:	HR Manager

Scope and Function

To assist the HR Manager in providing a high quality and professional HR service to Norwich Airport.

Principal Duties

1. Preparation of job offers employment contracts and contract variations in line with authorised management requests.
2. Administration of the new starter process including ensuring that all references are obtained in accordance with the required security processes and the preparation of induction paperwork as well as within the payroll system on a monthly basis.
3. Monitor probationary periods to ensure forms are returned in a timely manner and any required outcomes are implemented.
4. Monitor sickness absence and in accordance with company policy arranging OH medicals as required as well as within the payroll system on a monthly basis.
5. Administration of the leaver process including processing resignations and arranging exit interviews as well as within the payroll system on a monthly basis.
6. Act as a point of contact for basic employee queries and referring more complex queries to the HR Manager.
7. In accordance with company policy, employment law and best practice, provide administrative support to the HR Manager through all aspects of the employee life cycle.
8. Ensure accurate electronic employment records of current and past employees are maintained in accordance with the requirements of GDPR.
9. Work closely with the Payroll Team.
10. Undertake other tasks as required from time to time to assist in the general functioning of the HR department.

Key Requirements:

- Experience within an HR administration role is essential
- CIPD level 3 or working towards is desirable but not essential
- Proactive and exceptionally organised
- Ability to work in a fast-paced environment, juggling multiple priorities
- Excellent attention to detail
- A strong communicator (written & verbal)
- The confidence to support employees face to face
- Self-motivated, flexible and adaptable
- Experience of using Microsoft word, Excel and Outlook programmes

Applications to: stephanie.dyball@norwichairport.co.uk