



To apply please submit a CV to hr@samonline.co.uk by 12noon on 31st October 2017.

HR Co-ordinator - (Student Placement)

Reporting to: HR Manager
Location: SAM SGS at Newpark Industrial Estate, Greystone Road, Antrim, BT41 2RU

Job Summary

Responsibility for the day-to-day HR admin including time and attendance system, booking agency staff, calculating annual leave requests and employee relation cases.

Main Responsibilities of the Job

Recruitment and selection admin including placing of adverts, scheduling interviews, preparing interview packs, making offers of employment, reference checking, arranging pre-employment medicals and processing all fair employment monitoring information.

Process new starts and leavers on all in-house systems.

Managing the time and attendance system to include the creation of all relevant weekly and monthly reports to payroll.

Working closing with recruitment agencies daily to arrange daily temp production staff and completion of all relevant timesheets.

Maintain and update effective filing system in both electronic and paper formats.

Assist line managers with minute taking in employee relation cases.

Provide regular absence management support to line managers including calculating Bradford points, creating return to work interview and arranging independent occupational health appointments as required.

Update leave requests onto appropriate administration systems in and timely and accurate manner.

Handling general queries in a confidential and professional manner.

Any other duties as required.

Personnel Specification

Essential Criteria	
Education	Minimum of A-C GCSE qualification in English and Maths or equivalent. Currently studying towards a third level qualification specialising in Human Resource Management.
Special Skills	You must be professional, have a high degree of initiative, have the ability to relate to and understand all areas of the business and work in a confidential manner. Lead by example and continually communicate the company vision, mission, values and behaviour.
Circumstances	You must be flexible with regards to your working hours and be able to travel outside of Northern Ireland if required.

Desirable Criteria	
Experience	Working knowledge of a busy office environment.

Key Terms & Conditions

Contract Type	Full Time, Fixed term 1 year placement contract. 6 months probationary period applies.
Hours of work	40 Hours per week inclusive of break times. Mon – Fri 8.30am – 5pm
Salary range	£7.61 per hour. Payment is made weekly by BACS transfer
Pension	3.5% employer contribution 3% employee contribution is mandatory for employer contribution
Holiday Entitlement	5.6 weeks inclusive of all statutory holidays and factory closures.
Healthcare Package	Westfield Healthcare cover for the employee : Available after 6 months and covers the employee's children under the age of 18. Non-contractual and fully funded by the company.
Life Assurance Package	Available after 6 months service. Terms and conditions apply.
Bonus Scheme	"Profit share" (monthly paid) and "Customer Satisfaction" (annually paid) bonuses apply. Non-contractual