Administrative Assistant - HR

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of working in an administrative role, preferably within an HR department
- Excellent ICT skills including Microsoft Office packages
- Experience of using HR/IT systems to review, record and report on data
- Ability to exercise high level of attention to detail on accuracy of work produced
- Experience of providing excellent customer services
- Good oral and written communication skills.
- Experience of working to tight deadlines and excellent organisational skills
- Able to work as part of a team and independently
- Discretion and able to maintain confidentiality
- Commitment to equality and diversity and anti-discriminatory practices

Desirable
- SAP-HR Experience
- Knowledge of local authority working practices.
- Experience of administering learning management systems
- An understanding of Governance issues in the Public Sector

Part B

The following criteria will be further explored at the interview stage:

- Excellent ICT skills including Microsoft Office packages
- Experience of using HR/IT systems to review, record and report on data
- Ability to exercise high level of attention to detail on accuracy of work produced
- Experience of providing excellent customer services
- Experience of working to tight deadlines and excellent organisational skills
- Discretion and able to maintain confidentiality
- Commitment to equality and diversity and anti-discriminatory practices