

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

HR Administrator

Job Type:	Permanent
Hours of Work:	Full Time
Location:	Inverurie
Salary details:	Competitive
Job Purpose:	To provide administrative support to the HR team

The successful candidate will be responsible for;

- General administrative support to the HR team (producing offers/contracts of employment, contractual changes, electronic filing, archiving)
- Assisting with new starts processes (ensuring all relevant arrangements are in place, logging return of documentation, scanning new employee personal information, entering new starts on to the HR system, creation of electronic new start files, requesting references etc.)
- Managing the Induction Process (liaising with managers and staff, logging returned reviews, uploading reviews to Firm's intranet)
- Assisting with staff benefit administration
- Providing payroll support
- Dealing with general HR queries

The successful candidate will be expected to;

- Maintain confidentiality and professionalism
- Work well in a team environment
- Manage workload and prioritise effectively to meet deadlines
- Work with accurate attention to detail
- Communicate effectively via emails and written communication
- Engage in positive verbal communication
- Work on own initiative
- Build effective relationships with key contacts within the organisation, at all levels
- Listen effectively and use sound judgment when responding to queries

The successful candidate will have previous experience in an administrative role and would benefit from having worked within a HR environment, and ideally have experience of; meeting targets and deadlines, working within a customer focused environment, whether externally or

internally, working within agreed HR policies and procedures. Candidates will also have knowledge and experience of using Microsoft packages (particularly word and excel).

They will also be educated to National 5 level as a minimum or suitable equivalent, including English and Maths.

If you are interested in applying for the above position please send your CV with a covering letter along with salary expectations to recruitment@jcca.co.uk by the **closing date**.

Date advert posted: 11th June 2018