

JOB DESCRIPTION

Job Title:	HR Administrator
Working Hours:	3 days per week (22.5 hours)
Working Pattern:	3 full days or 4/5 shorter days per week
Employment Type:	6 month contract
Location:	Finchley, North London
Salary Range:	£15,000 (for 3 days per week)
Reports to:	Group HR Manager

Our Company

There are four companies within the Fexco Property Services Group.

- Crabtree PM Limited
- Ellis, Sloane & Co. Limited
- Remus Management Limited
- Fexco Property Services Limited

Fexco Property Services group was formed in 2015 to build a group of companies with the shared goal of becoming one of the largest and most successful residential management service teams across the UK.

Our group already collectively manages the homes of more than 50,000 customers throughout England and Wales and has the ambition to double that size and more through acquisition and growth from our existing clients.

We aim to be one of the leaders in our field. We aim to create a happy environment in which to work, where all staff will improve and grow both professionally and personally.

The Role

We have an exciting opportunity for an HR Administrator to join the team here at FPS. Reporting to the Group HR Manager and working closely with the wider HR team, you will be providing all round administrative support in a busy HR team.

- Supporting the with transactional processes such as starters, leavers, promotions and changes to terms & conditions
- Issuing offer letters, preparing contracts of employment, checking right to work documents, conducting background screening checks and taking up references
- Supporting the HR Advisors with data entry of new joiners in the HR System
- Responding to reference requests from current and former employees
- Providing regular ad hoc MI reports such as headcount and sickness
- Documenting HR processes and workflows
- Benefits administration - including pensions
- Training Administration – setting up and maintaining process including online LMS.
- Managing probationary periods – setting meeting reminders and chasing forms
- Assisting the Recruitment Manager with arranging interviews and other recruitment activities

The Candidate

- At least one year of HR administrative experience within a professional services environment
- You should have strong organisational skills and ability to prioritise
- Strong IT skills in Word and Excel are essential
- Positive and proactive attitude
- Good attention to detail

Benefits

- Annual leave entitlement: 13 day per annum
- Bonus day off for your birthday
- Health cash plan with Bupa
- Employee Assistance Programme
- Travel season ticket loan
- Employee discount and perks scheme
- Foreign Exchange preferential rates
- Professional subscriptions & qualification support
- New business and recruitment referral bonus schemes