

Location: Theale, Reading

Reporting to: Resourcing Operations Manager

Hours of work: Part-time 30 hours per week. To cover maternity leave for one year.

Education/Qualifications

- Evidence of academic or vocational learning at GCSE level (or equivalent)

Experience:

- Strong administration experience ideally gained within a Resourcing/HR environment
- Working effectively as part of a team
- Working with ATS systems / databases

Skills and knowledge

- Good communication skills
- Ability to build effective working relationships quickly and easily
- Ability to work under pressure
- Ability to work independently
- Good IT skills, particularly in Microsoft Word, Excel & Outlook
- Close attention to detail
- Understanding of the confidentiality requirements of working in a HR team

Other factors

- Commitment to the provision of quality HR and Resourcing services



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EVERY TIME**



Post Offer Administrator

As an Post Offer Administrator you will be an integral part of the Integrated Urgent Care (IUC) team and provide an excellent On-boarding administration service to support the IUC Resourcing Operations Team.

You will deliver a high standard On-boarding service, ensuring a timely and efficient candidate journey and liaising with our hiring managers to ensure a smooth On-boarding process.

You will also be responsible for providing general pre-employment administrative support, maintaining accurate records of the HR Information System and ensuring pre-employment checks are completed in accordance with regulations.

What you'll be doing:

- New starter administration including creating and maintaining electronic employee personal files and completing additional compliance and on boarding checks
- Ensure that Practice Plus Group meets its regulatory responsibilities with regard to pre-employment vetting and complies with the Data Protection Act. This includes verifying eligibility to work in the United Kingdom (where relevant), DBS applications, professional registrations, gathering references and monitoring Occupational Health pre-employment screening
- Provide ad-hoc administration support to the HR function as directed by the Resourcing Operations Manager/Head of Recruitment, Learning and Development
- Ensure pre-employment checks and contracts are processed within the relevant deadlines
- Promote a positive and professional image of the Resourcing team in telephone, face-to-face and written communication
- Any other ad hoc On-boarding administration

NOTE: This job description is not intended to be an exhaustive list of all duties, and responsibilities associated with the job. Other duties may be assigned.