

## JOB DESCRIPTION

HR Coordinator

**Job Title:** HR Coordinator  
**Department:** Group Services  
**Based:** Hartlebury  
**Reporting to:** Head of HR

### THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

### PURPOSE

To support the Central Services function in all aspects of HR administration encompassing compensation and benefits. Ensuring a value-added support service to the wider organization.

### PRINCIPLE DUTIES

#### Recruitment

- Advertising vacancies internally and externally
- Reviewing, pre-screening and shortlisting candidates to be sent to hiring managers
- Management and direct liaison in managing the recruitment supply chain
- Reviewing and negotiating supplier terms
- Tracking and reviewing candidate data inline with current GDPR requirements
- Coordinate and scheduling interviews
- Prepare and issue new starter packs
- Confirm new starter joining instructions
- Support the Induction process
- Conduct pre-employment screening checks ensuring audit and legal compliance (right to work, training & qualification and referencing checks)

#### HR

- Taking minutes in meetings
- Maintain records of personnel-related data (payroll, personal information, leavers, etc.) ensuring all audit and employment requirements are met
- Collating management information and data as required
- Updating and maintaining time and attendance systems
- Electronic filing

- Updating job descriptions
- Assist in ad-hoc projects as required

### **Compensation and Benefits**

- Monthly collation of payroll data
- Monthly payroll chases
- Monthly collation of pension data
- Pension reconciliation and checks

This list is not exhaustive and you will be expected to work flexibly and *undertake other such duties as the management may from time to time reasonably require.*

### **EXPERIENCE**

- Proven experience as within a comparable role
- Payroll and pension administration - desirable
- Knowledge of people processes and best practices
- Strong ability in using MS Office (MS Excel and MS PowerPoint, in particular)
- Experience with HR databases and HRIS systems
- In-depth understanding of sourcing tools to include databases and social media
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Outstanding organisational and time management skills
- CIPD qualification is advantageous

### **SKILLS / CHARACTERISTICS**

- Have a full UK driving licence
- Be organised with a good eye for detail.
- Be able to work under pressure.
- Be able to communicate effectively both verbally and in writing.
- Be punctual and willing to work outside normal office hours when required.
- Ability to work on own initiative and autonomously
- Willingness to learn new skills and develop existing ones.
- Self-motivated with the ability to work individually and as part of a wider team.
- Must be committed to making 'anything possible' with a 'can do' attitude.
- Positive attitude towards challenging situations and multi-tasking.

- Focused on consistently providing high service levels.

#### **OTHER REQUIREMENTS**

- Able to travel throughout the UK and overseas.
- Driving licence.

#### **DATA SECURITY**

At all times, you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be deemed as gross misconduct.

#### **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

*DRPGi s an equal opportunities employer.*