



**Job Description – HR Assistant**

<b>Job Title:</b>	HR Assistant
<b>Department:</b>	Human Resources
<b>Job Purpose Summary:</b>	We are seeking someone who has good interpersonal skills, a willingness to learn and can be flexible in order to support the needs of a busy team. There will be plenty of opportunities to get involved in a wide range of activities and get a truly rounded view of HR
<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Monitor the HR and L&amp;D shared inboxes in Microsoft Outlook - prioritising queries and responding to them within 24 hours and/or flagging them to the relevant member of the HR team</li> <li>• Respond to any telephone calls in a timely and professional manner, ensuring excellent levels of customer service are adhered to at all times</li> <li>• Maintain the HR database, including updating and amending records with any new information and regular data reconciliations to ensure all employee HR records are current and accurate</li> <li>• Populate relevant templates in Microsoft Word as requested by the HR team and process paperwork and carry out other administrative tasks</li> <li>• Update the company organisation charts on a monthly basis and upload to the intranet</li> <li>• Respond to all reference requests</li> <li>• Manage the processes for employees joining and departing Neon</li> <li>• Schedule training sessions and book employees onto relevant training solutions</li> <li>• Undertake ad-hoc HR related projects as requested by members of the HR team</li> </ul>
<b>Company Values:</b>	<p><b>Innovation:</b> Use your imagination and be creative. Re-invent, re-engineer, make things better. Ask 'why'? Be brave.</p> <p><b>Ambition:</b> have it not only for the firm, but for yourself. Our people have get up and go. Think big and make it happen.</p> <p><b>Collaboration:</b> share and be generous with your time, your ideas and your knowledge. It will almost always pay off.</p> <p><b>Consideration:</b> for clients, your colleagues, suppliers, the environment. Show respect and dignity in the way you work, at all times. Build your relationships on a foundation of trust and integrity.</p>
<b>Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• All employees, across all departments</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• High level of attention to detail</li> <li>• Demonstrable administration skills and ability to prioritise</li> <li>• Friendly and approachable manner</li> <li>• Excellent customer service skills</li> <li>• Highly proficient in the use of Microsoft Office</li> <li>• Strong communication skills, both verbal and written</li> <li>• Strong numerical skills</li> </ul>

If you are interested in this role, please completed the Apprenticeship Application Form located [here](#)