



Job Title:	Human Resources Assistant
Department:	Human Resources
Reports to:	Human Resources Manager
Principle Working Relationships:	Senior Leadship Team, Departmental Managers

Inspire and Engage everyone to experience the joy of creating and living in beautiful outdoor spaces

The Role

Responsible for handling the day-to-day administrative activities relating to the CGC team. To assist with recruitment and on boarding, record maintenance, payroll processing and assist with the broader people initiatives within the business.

The ideal candidate needs

- Should have great communication skills to allow for communication between managers and employees.
- Impeccable organisational skills.
- Should be computer literate and able to use Microsoft software.
- Must be strategic in their thinking.
- Must be able to show 'Our Values' in their day to day work, whilst also influencing everyone around them.
- Able to take responsibility and accountability with ensuring the company standards for HR and payroll are consistently delivered, and able to provide help and support for any discrepancies.

Responsibilities

- The smooth running of the department with diligence, discipline and trust
- Ensuring the integrity & security of all data processed and stored as instructed
- Ensuring all measures are put in place and followed to minimise theft as instructed
- Monitoring on-going operations and resolving issues promptly
- Identifying and reporting all issues relating to software, stock or the team quickly and efficiently
- Ensuring all colleagues, customers, company reps and suppliers are dealt with in a knowledgeable, respectful and attentive manner
- Identifying and reporting maintenance issues in your department
- Identify and reporting H&S issues
- Ensuring any relevant risk assessments have been completed and/or control measures are followed

- Ensuring all company property including, but not limited to, machinery, equipment, retail stock and non-retail items for colleague use is looked after and used correctly
- Empowering and developing yourself and your team to their full potential with encouragement and training
- Keeping colleagues, managers, & directors informed
- Attending relevant site meetings
- Supporting other areas of the business when required

Key Tasks

Events:

- Daily, monthly and annual payroll processes
- Maintenance of Time & Attendance system – reviewing anomalies, overtime, sickness & holidays
- Processing SSP, SMP, SPP, benefits, sickness & holidays
- Communication with employees & line managers on all payroll related queries
- Management of pension schemes including NEST
- Maintain HMRC processes and payments within deadlines
- Input all starters, leavers and changes including pay reviews and minimum wage rates
- Producing monthly payroll including reports, payment instructions with finance, payslips & P45s accurately and on time
- Payroll year end completion including P60s
- Producing ADHOC reports as required

HR:

- Providing proactive administrative support for the HR function
- Supporting the HR manager in providing an HR service to employees and managers
- Assisting with the recruitment process – updating the website for vacancies, reviewing applications and updating job adverts where applicable
- Involvement in the on-boarding process including offers, contracts, starter packs and relevant statutory documentation
- Induction of new employees, including maintaining training records and probation tracking
- Maintaining all employee files and records in line with GDPR guidelines; ensuring all information is up to date and in line with current UK legislation
- Process all starters, leavers and changes on all records & systems
- Administrative support for annual processes including surveys, reviews, training & development
- General ADHOC administrative support including post & filing
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Benefits

- Staff discount throughout the store; including restaurant and Farmshop
- Work life balance
- Company Pension
- Free parking on site
- Employee Assistance Programme
- One day off for your birthday after 2 years' service

If you are interested in this role, please complete the application on the website. We will be in touch if you are short listed. *Only shortlisted candidates will be responded to.*

