# EOTHEN HOMES LIMITED

**JOB DESCRIPTION**

**POST:** Administrator

**RESPONSIBLE TO:** Chief Executive

**ACCOUNTABLE TO:** Chief Executive

**JOB SUMMARY**

To provide administrative support to the Head Office team, including advertising, administration of the complete recruitment cycle, monitoring and updating the HRIS (Human Resource Information System) and other procedural systems. You will also monitor and update social media/website as and when required.

**RESPONSIBILITIES AND DUTIES**

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| 1. | To prepare and respond to all recruitment advertising and enquiries. |
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| 2. | To arrange and prepare all interview paperwork in line with the home Managers. |
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| 3. | To carry out and monitor all pre-employment checks including references and DBS checks to ensure recruitment timescales are kept to a minimum. |
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| 4. | To prepare terms and conditions of employment and prepare staff files in accordance with Eothen’s procedures. |
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| 5. | Inputting data onto the HRIS ensuring this is up to date and current. |
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| 6. | Produce timely reports from the HRIS to monitor and action DBS checks, probation dates and length of service. |
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| 7.  8. | Prepare HR letters and documents as and when required.  Assist Managers in any disciplinary and grievance procedures including note taking and typing up reports. |
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| 9. | To co-operate in supporting the office team and carry out such other duties as may be reasonably required, including covering for the head office reception. |
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| 10. | To maintain confidentiality and discretion at all times. |
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| 11. | To be aware of company policies and procedures. |
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| 12. | To undertake appropriate training as required. |

**HEALTH & SAFETY ROLES & RESPONSIBILITIES:**

Employees have a statutory duty to take reasonable care for themselves and others who may be affected by their acts or omissions at work. Employees must also comply with Eothen’s health and safety arrangements.

**ADDITIONAL DUTIES:**

It is in the nature of the work of Eothen that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to undertake work, which may not be specifically covered in the job description. These additional duties will normally be compatible with regular responsibilities and duties. If the additional responsibility or duty becomes a regular or frequent part of the staff member’s job, it will be included in the job description in consultation with the member of staff.

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

• A good knowledge of general office skills.

* Previous administration experience.

• Customer Service experience.

• Excellent knowledge of Microsoft Office.

• Knowledge of HR/recruitment would an advantage.

• Experience of monitoring and updating social media platforms.

**PERSONAL ATTRIBUTES**

• Reliable and honest.

• Ability to work to deadlines.

• Have good attention to detail.

• Excellent communicator.

• Must be able to work well in a team and alone.

Accepted and agreed by Employee

Signed ………………………………………………. Date ……………………