

THE WELL

HR ASSISTANT (Voluntary Post)

DESCRIPTION:

We are looking for a well organised candidate to join our team who has good communication and interpersonal skills with a desire to learn, and enthusiasm in people management. Basic computer skills required.

TIME COMMITMENT:

4 hours per week

MAIN RESPONSIBILITIES:

- Ensure employment contracts are issued and signed.
- Ensure new staff and volunteer induction process occurs.
- Maintain a system for monitoring absences, holidays, work-place practices etc.
- Organise staff appraisals and any follow on: liaising with Trustees where required etc.

DESIRED EXPERIENCE:

Previous experience preferred but not required.

To apply, send your inquiry email to admin@thewellcc.org.uk for follow up