



## Careers with us

**Job Title:** Receptionist & HR Administrator

**Duration:** Permanent

**Location:** Fochabers

**Hours:** Full-time 37.5 hours

**Start Date:** ASAP

### **Principal purpose of the role:**

- To be the front face of Baxters whilst on Reception, providing a warm, professional welcome for callers and visitors to site.
- To act as a first point of contact for all HR internal and external enquiries in a professional and supportive manner.
- To provide a comprehensive support service to the HR department.
- To compile reliable and accurate HR management information

### **Main accountabilities:**

- Answer incoming calls and queries in a timely, professional and confident manner offering support and information as appropriate and take clear messages to communicate in an efficient way.
- Build and maintain ongoing rapport with colleagues, clients and visitors.
- Set up and clear down of facilities and refreshments pre and post meetings.
- Franking and distribution of mail.
- Prepare relevant and accurate HR management information for inclusion in monthly board reports.
- Construct and maintain electronic personal files and hard copy files on our systems for all colleagues including maintaining employee records, and advising payroll of employee changes.
- Responsible for the update and maintenance of Organisational Charts.
- Assist in arranging Long Service Awards.
- Conduct exit interviews with leavers and report on significant trends.
- Support with recruitment activity from placing adverts to interviewing new colleagues.
- Produce new starter documentation, including employment contracts, offer letters and reference gathering.
- Enter invoice coding using ORACLE and raise purchase orders as required.
- Support with all aspects of the Absence Management process.
- Carry out ad hoc administrative duties as required

### **Skills and Key Characteristics**

- Maintains a high standard of personal appearance.
- Can demonstrate significant experience in Receptionist and Administration roles.
- Excellent IT skills including word and excel, ideally with a knowledge of HR systems.
- Ability to prepare reports and work with figures.
- Strong administration skills including time management.
- Excellent interpersonal and customer facing skills with an efficient, polite and approachable manner.
- Strong communication skills both written and verbal.

- The ability to work as part of a team.
- The ability to work accurately, with attention to detail within tight deadlines.
- Have a pro-active and 'can do' attitude.
- Able to remain calm under pressure and work on own initiative.
- Must be trustworthy and maintain confidentiality.
- Have a flexible approach to work

**Location: Fochabers**

**Date Advertised: 7<sup>th</sup> September 2020**

**Closing Date: 18<sup>th</sup> September 2020**