

**TEMPORARY HR ADMINISTRATOR (MATERNITY COVER)**  
**INFLITE ENGINEERING SERVICES LTD**  
**STANSTED**  
**ESSEX**

Inflite Engineering Services Ltd are one of the UK's larger and most accomplished manufacturers of machined and fabricated detailed parts from most types of metals, hard and soft.

An exciting opportunity has become available for a Temporary HR Administrator for our Stansted base, to provide efficient and accurate administrative support to the Group HR & Payroll Manager.

**About the role:**

The HR Administrator will report to the Group HR & Payroll Manager to provide key support including but not limited to:-

Assisting with the recruitment process, including drafting job adverts, screening candidates sitting in on interviews as and when required

Preparation and administration of all HR documentation to include offer letters and contracts of employment, reference checking.

Assisting with the induction process for new starters

Providing administration support to the Payroll department as and when required

Providing accurate data to Line Managers

Assist with the monitoring of sickness and absence levels providing accurate reports as required.

Responding to routine queries and requests from line managers/employees

Providing support for employer/employee meetings within the company, ensuring that full and proper procedures are followed including issuing invitations taking minutes at meetings and providing the associated outcome letters.

Liaising with Line Managers, Company Directors and Payroll

**Main qualifications and experience:**

A minimum of two year's HR Administration experience preferably within a Manufacturing environment

Excellent spoken and written communication skills in English

Sound knowledge of MS office applications and preferably advanced Excel skills

Knowledge of Payroll would be advantageous

**Ideal Applicant:**

Ability to work independently on own initiative with minimal supervision

Capable of interpreting and applying Company policies and procedures

The ability to work as part of a team in a fast paced environment

Positive attitude and able to respond flexibly to change

Understanding of and ability to maintain confidentiality

Ability to demonstrate enthusiasm for working with a varied client group across multiple sites therefore full driving licence is **essential** for this role

Capable of managing HR data in a timely manner with outstanding levels of confidentiality and accuracy

Excellent numerical and analytical skills, with a high level of attention to detail

Excellent interpersonal skills at all levels of contact and in a wide variety of situations

Job Type: Full-time – Temporary Maternity cover from December 2021 to May 2022

Salary: dependent upon experience

Working Hours

0830 to 1700 hours Monday to Thursday, 0800 to 1530 hours Fridays, with 30 minutes unpaid lunch break each day,

Benefits

25 days holiday plus Bank Holidays, Contributory Pension Scheme, free on site parking

Applicants should forward a CV and covering letter to [Jacqui.mace@inflite.co.uk](mailto:Jacqui.mace@inflite.co.uk) please provide your salary expectations and notice period in your covering letter.