



JOB DESCRIPTION - HR ADMINISTRATION ASSISTANT

Job title: HR Administration Assistant

Department: Human Resources

Location: Dover

Hours: Monday-Friday (9.00am-5.30pm and to meet business needs)

Main purpose of job: To be responsible for the day-to-day administration of the HR function, including the end-to-end recruitment processes.

Responsible to (manager/post): Group HR Manager
Responsible for (staff/jobs): N/A

Key job responsibilities

- Coordinate the end-to-end recruitment process, from authority to recruit to employee onboarding, including assisting with and developing recruitment strategies
- Coordinate all end-to-end leaver processes to ensure all tasks are completed to the required timescales
- Management and promotion of employee benefits systems
- Use HR information systems to access, input and compile data and provide analysis of the data to identify trends
- Build good staff relationships and respond to any queries or problems that they have, while managing their expectations
- Complete daily, weekly and monthly reports to required deadlines
- Monitor key HR metrics, such as turnover and retention rates, absence, recruitment costs and time to hire
- Support the Group HR Manager in all aspects of the HR function

PERSON SPECIFICATION



QUALIFICATIONS

- CIPD full or part-qualified
- At least three years' experience in HR in a commercial organisation



ORGANISATION

- Excellent time management
- Ability to multitask



COMMUNICATION

- Be able to present a clear, concise and professional image of the department in all areas of communication



SUCCESS FACTORS

- Self-motivated
- Enquiring mind
- Proactive and able to work on own initiative

ANY TECHNICAL JOB-RELATED SKILLS

- CIPD qualification desirable
- Microsoft applications
- HR information systems

JOIN THE TEAM

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Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

ABOUT PRIORITY FREIGHT

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.