Gateway is a charitable organisation which provides range of high quality services

to vulnerable people.

We currently have exciting career opportunities.

**Human Resources Assistant**

to assist with the administration of the day-to-day operations of the human resources functions and duties within the organisation.

If you have strong administration skills and experience of working in a busy team environment then we would love to hear from you. Having some knowledge of Human Resources whether in the workplace or studies would be an excellent advantage. This is the perfect role for someone who is passionate about furthering their career in HR.

**Duties and Responsibilities**

Preparing and distributing rotas,

Preparing and posting job advertisements, screening applications, arranging interviews and administering pre-employment tests as required,

Maintaining employee files and the HR filing system,

Managing sensitive and confidential matters like personnel relations, employee relations, and organisational changes, planning and protecting the security of information, data and files.

Preparing paperwork needed to create new employee profile and to place new employee on payroll sources,

Administering payroll documentation,

Keeping up with current issues and matters in the organization related to HR department.

Helping in maintenance of employee directory and company organisation charts

**Skills and Specifications**

Effective problem-solving skills.

Ability to work to deadlines and juggle a varied and busy workload

Team player

Competent with Microsoft Office

Knowledge of recruitment process.

Exceptional record management skills

Should be an effectual communicator verbally as well as through writing skills.

This post require you to be a member of the Protecting Vulnerable Groups (PVG) Scheme and undertake the necessary vetting checks. Gateway has an extensive programme of professional development and an ongoing training programme that all staff have the opportunity to benefit from. Gateway implements an equal opportunity policy to promote diversity.

Salary depending on experience and qualifications.

For an Application Pack and further details, please contact Miss Joanna Graczykowska, Business Administrator on Tel No: 01463 718693 or email to [office@homelesstrust.org.uk](mailto:office@homelesstrust.org.uk)

Closing date for the Applications is 12 August 2017.