



## HR Co-Ordinator – Job Profile

Lifeplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent associates. Those Associates in turn receive a commission or bonus for the volume of business they generate based on a layered commission structure.

We are an established and successful international business with great ambition and a team of enthusiastic people who are all dedicated to moving the business forward. Lifeplus Europe, as the name suggests, specifically supports customers throughout Europe and delivers our products direct to consumers throughout the region.

Reporting directly to the HR Team Leader you will be responsible for providing a full generalist HR administration service to all Managers within the organisation and represent your designated area. With over 300 employees from over 20 different countries you will need to be able to work in a fast paced environment and overcome challenges as they arise.

The role will include but is not limited to

- Support the internal recruiter with the recruitment process:
  - Liaising with recruitment agencies
  - The organisation and execution of interviews
  - Preparation of relevant correspondence to include, contract of employment, reference letters, CRB checks etc.
  - Ensuring all relevant documentation has been received and filed appropriately
- Assisting the Learning & Development team in the co-ordination and delivery of induction training.
- Supporting the Employee Engagement team in the co-ordination and delivery of engagement projects.
- Aid Managers across the business with new recruits through their probationary period, ensuring review meeting are diarised and carried out. Participating in the review meetings to ensure that any action points/objectives have been documented correctly.
- Providing support in new and ongoing HR projects.
- Preparation of reports for HR on key KPI & SLA's.
- Maintaining accurate HR records using Omni.

- Providing general HR administrative support including updating HR & Payroll database.
- Ensuring compliance to published Health and Safety policy.
- Providing support to the Facilities Manager to ensure that repairs and ongoing building maintenance is dealt with effectively.

#### Key Attributes

- An excellent knowledge of Microsoft Office including Word, Outlook and Excel which are essential, PowerPoint is desirable.
- Excellent written and oral skills in English.
- Good communication and listening skills.
- Excellent negotiation skills
- The ability to stay calm at all times.
- Attention to detail
- Confidentiality and discretion are essential.
- A “can do” attitude and the ability to take ownership of designated tasks.
- The ability to work alone and as part of a team

#### Qualifications

- CIPD qualification to level 5 or current study being undertaken.
- A minimum of 3 year’s experience in a fast paced HR Department

#### Working Hours

- Monday to Friday between the hours of 7am-6pm – Total of 37.5 hours per week. Flexibility in hours and days would be expected.

The responsibilities and attributes listed above is indicative it is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops. This is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.