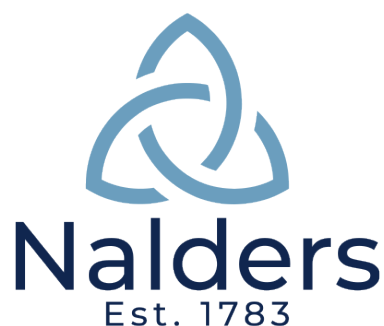




HR Assistant

- Cornwall
 - Permanent
 - Monday-Friday: 9-5 (35 hours per week)
 - Immediate Start
-

This is a fantastic opportunity for a hardworking HR Assistant to join a thriving firm. The role includes providing full administration support to the HR Coordinator in all aspects of human resources, absence management, payroll, maintaining HR policies and procedures and general office operations and administration.

Typical duties may include :-

- Recording holiday, sick or compassionate leave and chasing any outstanding or unrecorded absence;
- Maintaining HR personal employee records, incorporating all amendments for the duration of employment and opening new employee files;
- Issuing and re-ordering eye care scheme vouchers;
- Ensuring data protection procedures are followed;
- Dealing with day to day telephone/ email/ in-person HR related queries;
- Producing HR references as and when required;
- Assisting with short listing applications in accordance with the job specification and, arranging interviews;
- Organising training and inducting new employees into the firm;
- Organising work experience placements;
- Performing DBS checks for new employees;
- Updating learning and development plan;
- Interviewing support staff applicants with the HR Coordinator;
- Attending careers related events on behalf of the firm;
- Updating SRA/ CILEx records of fee-earners;
- Updating internal lists in regards to staff moves, leavers and new members of staff;
- Generating contracts of employments;
- Occasional reception cover as and when required to cover unexpected absences;
- Assisting with the overflow call pick up at busy times

About Nalders:

We are one of the largest law firms in Cornwall with seven offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over two centuries, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Why work with us:

We offer a range of staff benefits:

- Ongoing support and training
- Discount on services (subject to length of services)
- Contributory pension scheme
- Exam and Study Leave
- Support staff bonus scheme
- Eye Care Scheme

Apply now:

If you are interested in being considered for the role, please send your CV and a covering letter to the HR Department at careers@nalders.co.uk.