



## **Group HR Administrator**

Starting salary - Dependent on skills and experience.

Office Based at Watford.

Led by employers, Semta's job is to transform the skills and productivity of the people who power our engineering and advanced manufacturing technologies sectors, enabling UK industry to compete on the global stage. We bring together employers and education to focus action on skills.

Reporting to the HR Business Partner this role will be part of the HR Team and provide effective and professional support to managers and staff across the Semta Group, as well as ensuring that all HR central administration is carried out in a timely and efficient manner and to support the delivery of all relevant HR policies and procedures.

Support Semta International with administrative functions in relation to international travel and bookings as well as providing administrative support to central functions.

Experience from within a fast passed HR environment is essential.

### **Purpose of the Role**

- Provide full administrative support to the HR and Senior Team, ensuring that weekly and monthly tasks are completed and logged or tracked accordingly
- Maintain accurate and reliable personnel records, both paper based and using SelectHR, including all correspondence and updates relating to changes to details
- Support the recruitment process across the group, including advertising vacancies, monitoring and tracking responses and ensuring our vacancies are filled in a timely fashion
- Manage, maintain and document all overseas travel bookings in line with current policy and procedures on behalf of Semta International
- Develop and maintain itineraries for travellers and ensure correct and up to date paperwork is produced and completed in line with requirements, including risk assessment and current FCO travel advice
- General office duties including filing, archiving, incoming and outgoing mail
- Support the delivery of the Semta People Strategy and HR Business Plan
- Maintain and manage the company meeting room booking process and facilitate identified Watford Office meetings as required, including the organising of refreshments as well as the raising of and processing of purchase orders

For further details and an Application form please contact Susan Martin on email [HR@Semta.org.uk](mailto:HR@Semta.org.uk), or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date for applications will be 29<sup>th</sup> September 2017.

***Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***