

HR Administrator – Part-Time

Division:	Stobart Aviation
Location:	Southend Airport
Shift Pattern:	Monday to Friday - up to 24 hours per week
Salary:	Dependant on experience and hours
Reporting to:	HR Manager

Stobart Group:

Stobart Group is focused on delivering growth in its three core operating divisions: Aviation, Energy and Rail & Civils. Stobart Group also holds a portfolio of infrastructure assets and investments.

What's the role?

The key purpose of this role is to assist the HR team in delivering our people plan through an efficient, professional and excellent level of service to the business and our customers.

You will be actively involved in supporting and organising, co-ordinating, and tracking HR activities, as well as being responsible for the effective management of our HR systems, and document control.

What will I be responsible for?

- Aiding the HR Team by co-ordinating & administering new joiner processes, including recruitment, referencing, induction, uniform, and probationary period
- Ensure HR data trackers, information, policy & procedures and employee files are kept current and accurate
- Administering and tracking various HR processes
- Efficient maintenance of HR email inbox and post
- First point of contact for general HR enquiries
- Responsible for co-ordinating, meetings, training and events
- Supporting on a range of HR projects

Qualifications and Experience:

- Ability to use initiative and be proactive
- Able to plan and organise to a high level
- Ability to multi-task
- Naturally curious with a willingness to learn
- Excellent customer service skills
- Strong communication skills, verbal and written
- Precise attention to detail
- Intermediate Word, and Excel experience
- Basic PowerPoint experience
- Previous administration experience essential
- GCSE English Grade C or above is essential
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How to Apply:

All applications should be made by submitting an up to date CV and covering letter, detailing why you are the right fit for this role, to: LSAHR@southendairport.com

Stobart Group is committed to equal opportunities for all, and we provide a fully inclusive and accessible recruitment process. Should you need any documents in a different format, or require any further support or assistance, please contact the HR Team on 01702 538626 or email LSAHR@southendairport.com

The successful applicant will be rewarded with a package including company pension scheme and uniform.

For Stobart employees: You must inform your line manager in advance if you are short-listed for an interview.

