



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES ASSISTANT

RESPONSIBLE TO: HUMAN RESOURCES MANAGER

OVERALL PURPOSE OF THE JOB:

To assist the Human Resources Manager in the provision of a comprehensive HR and people development function within Norbar.

KEY TASKS:

- 1) To prepare all aspects of recruitment administration and Induction programmes and to type HR correspondence including reports.
- 2) To input and update the HR information system, including training records.
- 3) To work with the HR Manager to provide periodical, analytical and management information.
- 4) To work with the HR Officer in coordinating internal and external training activities.
- 5) To work with the HR Officer in order to co-ordinate all work experience placements.
- 6) To liaise between managers, staff and Occupational Health providers as required
- 7) To process documentation relating to employee benefits such as pensions and complementary health.
- 8) To liaise with payroll regarding changes to contractual pay/sick pay/salary increases etc.
- 9) To provide cover for Reception on a rota basis, dealing with visitors and post.
- 10) To assist managers and staff on a variety of routine HR enquiries, referring them to further assistance if necessary.
- 11) Any other duties as required by the HR Manager.