

## The Great North Air Ambulance Service



### Job Description

#### Job title: Human Resource Administrative Assistant

**Main purpose of job:** To handle a variety of personnel related administrative duties and to support the Head of HR in the delivery of a professional HR service to the charity and the trading company.

#### Relationships:

- Responsible to: Head of Human Resources
- Liaise with: Employees, Volunteers, External HR Support

#### Main tasks of job:

1. Assist with day to day operations of the HR function and duties
2. Compile and update employee records
3. Assist in recruitment and pre-employment checks
4. Prepare HR documents as requires, contracts, offer letters, induction programmes etc...
5. Provide administrative support for meetings i.e. minute taking
6. Update internal databases
7. Assist the Head of HR as necessary and take on duties as required
8. Attend training to develop skills and knowledge as necessary

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives.