



THE KENSA GROUP

JOB DESCRIPTION

**Job Title: Permanent Full-time
HR Assistant**

Workbase: Mount Wellington Mine, Fernsplatt, Chacewater, Truro, TR4 8RJ and home based.

Normal working hours: 9am to 5pm

(Note: You may be required to work at another of the company's locations or on-site from time to time.) - If needed

Responsible to: Head of HR

Responsible for: Nil

Salary: £20,000 per annum

Environment:

Kensa was formed in 1999. The company has manufactured and installed over a thousand heat pumps of various types throughout Europe and manufactured ranges suitable for the domestic market and specifically designed for commercial applications.

Kensa are ISO9001 approved for the design and manufacture of heat pumps and hold a unique status as being accredited by the BERR for both the manufacture and installation of ground source heat pumps. Kensa were also a founding member of the Ground Source Heat Pump Association and play a major role in helping to raise the profile of heat pumps and formulate Industry Standards.

Kensa also advise many Government Departments and leading companies on the use and suitability of heat pumps in different applications and have become well known within the market for their honest and straightforward advice.

Duties and Responsibilities:

We are looking for a self-motivated and experienced HR Assistant to support our growing HR department. The successful candidate will be responsible for providing administrative support to the department, assisting with the hiring process, scheduling new employee guidance and training and entering of a high volume of employment records into our HR database.

- Act as first point of contact for all HR administration queries
- Advertise both internally and externally new vacancies
- Communication with candidates via email and telephone

Schedule 1 to Statement of Employment Particulars

- Filing CVs and sending to relevant hiring managers
 - Arranging interviews using multiple diaries and liaising with candidates and Agencies
 - Adding new starters to numerous personnel records
 - Arranging equipment for new starters
 - Ensuring all Risk Assessments are completed
 - Updating SAGE payroll with new starters, and with any other changes
 - Emailing payslips to employees
 - Adding holiday to SAGE
 - Reconciling holiday in SAGE to spreadsheets
 - Cycle to work administration
 - Weekly updating of sickness reports
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- To actively and positively contribute to the appraisal process and to follow up agreed actions.
 - To work at all times in accordance with the Health and Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this.
 - To work at all times in accordance with the Company's Dignity and Diversity Policy.
 - To undertake such other duties as may be required within the general scope of the job.

Knowledge and Skills

- Ability to work on own initiative
- Good organisational skills
- Good written and verbal communication skills
- IT skills i.e., word, excel
- Understand and respect sensitivity of HR information and ensure confidentiality at all times
- Be able to communicate with all levels of Management

Other:

This job description may be subject to change, in consultation with the postholder, in response to new circumstances and employment will be subject to a probation period.