



Human Resources Administrator, HR

Job specification

Private and confidential

OUR INTERNATIONAL OFFICES



BY NUMBERS

CRS
CharlesRussell
Speechlys

OVER



EMPLOYEES

LONG TERM PARTNERS



AVERAGE LENGTH OF SERVICE



RANKED IN
17 TIER 1
WORK TYPE /
GEOGRAPHICAL
CATEGORIES

(LEGAL 500, 2016)

125

LAWYERS RANKED
AS LEADING
INDIVIDUALS

(CHAMBERS UK, 2016)



Human Resources Administrator

The role

The Human Resources Administrator will work closely with the HR team to deliver effective HR operational support.

The Team:

There are 21 employees in the Human Resources team.

Key Tasks (this is a broad but not exhaustive list):

HR Administration

- Preparation of documentation for changes in terms of employment and ensuring this information is communicated to payroll.
- Keeping HR Pro up to date with employee changes and assisting with annual updates.
- Assisting with tasks relating to our online appraisal system, Objective Manager.
- Ensuring invoices are correctly coded and sent to finance within the required timescales.
- Exit interviews for junior employees.
- Mortgage/tenancy or former employee references.

Recruitment

- Maintaining the recruitment portal, Reach.
- Liaising with Reach on any issues with the portal.
- Preparation of job descriptions.
- Arranging interviews.
- Liaising with recruitment agencies.
- Ensuring the Charles Russell Speechlys website is up to date with current vacancies
- Onboarding for new starters in the London office including preparing offer letters, carrying out background checks and obtaining references.
- Maintaining the PSL/agency spreadsheet.

Graduate Recruitment

- Collating and log application forms for review using our online Applicant Tracking System.
- Assisting with the preparation of the assessment centres, using Microsoft Word and Execl to create assessor packs.
- Providing support during the assessment centre days to ensure they run smoothly.
- Creating files for the incoming trainees ensuring that all documents for pre-employment checks have been obtained.
- Assisting with the arrangement of the trainee induction and creating induction packs for summer vacation scheme students.

Person Specification:

- Some experience of working within a Human Resources department desirable, ideally gained within the Legal sector.
- Excellent skills in Microsoft Word, Outlook, Powerpoint and Excel.
- Highly motivated individual able to deal effectively with conflicting requirements
- Good communication skills and the ability to deal with high volumes of work under pressure, with consideration to the related deadlines.
- Pro-active team player with a high degree of accuracy and attention to detail

This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Director to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.

Contact

If you have any queries please contact

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