

**HR Administrator - Islington, London**

**Grade 2 (lower) - £23,311 per annum including Inner London Weighting**

**37 hours per week**

**Permanent Contract**

Family Action has been building stronger families since 1869, and today we work with over 45,000 families by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation across England. You could be part of helping us to achieve this.

**Are you an skilled communicator with keen attention to detail? Are you passionate about providing a fantastic HR service to the organisation and supporting the smooth running of all HR processes? If so, this may be the role for you.**

This role involves being the first point of contact for general HR queries, supporting a busy HR team, as well as coordinating the employee lifecycle across payroll and HR documentation processes.

We need a solution focused individual with strong numeracy and IT skills. This is a busy role and we are looking for an experienced and passionate HR Administrator/Assistant to join our small and friendly HR team. This role could also be a fantastic opportunity for a strong administrator wishing to enter an HR team. If you are looking to be involved in wider aspects of HR, there will be opportunities to support the team and be involved in project work.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information, including the benefits we offer, please visit [www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus). If you are more interested in a Recruitment role we are also recruiting for a Recruitment Administrator.**

**Please email completed applications to: [completed.application5@family-action.org.uk](mailto:completed.application5@family-action.org.uk)**

**Closing date:** 30 April 2019, 5pm

**Interview date:** TBC

No agencies please – as a charity we work hard to keep our costs down and therefore will not be engaging agencies to support this recruitment.