



## Job Description

**Job title:** HR Coordinator

**Department:** Central

**Responsibilities:** To undertake a variety of HR duties, supporting with recruitment and supporting SAE to be legally compliant with employment regulations.

**Reports to:** Chief Financial Officer

**Pay:** £28,000 pro-rata 3 days a week- maternity cover

Principal purpose of role	<ul style="list-style-type: none"> <li>Working closely with the department managers, you will help St Aubyn Estates be legally compliant with employment regulations, support staff across all departments; and ensure the company attracts the best candidates for its open vacancies.</li> </ul>
Area of responsibility/tasks	<ul style="list-style-type: none"> <li>provide general HR administrative support.</li> <li>conduct exit interviews on occasions.</li> <li>manage all recruitment admin, from posting job advertisements through to final outcome.</li> <li>Onboarding new team members to ensure work is completed to the highest quality.</li> <li>Interviewing and follow up the interview process.</li> <li>Tracking of all candidate information on a confidential basis and in personal files.</li> <li>Supporting internal and external enquiries and requests related to the HR department. Including St Aubyn Foundation and Job vacancies.</li> <li>Writing and submitting reports on general HR activities.</li> <li>Order name badges for new employees.</li> <li>Keep the handbook up to date with new policies or policy updates.</li> <li>Support with any complaints or grievances within the company.</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>To provide a smart, polite and friendly service to all team members and customers</li> </ul>

	<ul style="list-style-type: none"> <li>To be aware of all the services offered by St Aubyn Estates, as well as being able to answer broader questions (or know who to ask)</li> </ul>
Communication	<ul style="list-style-type: none"> <li>An excellent collaborator with a high energy, enthusiasm and a passion for developing people.</li> <li>Have a proven hands-on attitude be flexible and adaptable.</li> <li>Be intellectually curious; bringing valuable insight into the team/business.</li> <li>Actively listens to others, contributes and shows commitment to building relationships with teams</li> </ul>
Vision and values	<ul style="list-style-type: none"> <li>Understand and demonstrate the behaviours that underpin our values.</li> <li>Be aware of your role in achieving our vision and objectives.</li> <li>Lead by example and follow correct working practices</li> </ul>
Other	<ul style="list-style-type: none"> <li>Any other tasks which are reasonably requested, for the better performance of your duties or for the achievement of our vision.</li> </ul>