

Job Title:	HR Assistant / HR Coordinator
Reports to:	Senior HR Business Partner
Role Overview:	
<p>The HR Assistant/Coordinator plays a vital role in supporting the smooth running of the HR function within our Occupational Health company. This role provides comprehensive administrative and operational HR support across all stages of the employee lifecycle. Strong communication and organisational skills are essential, as the role involves being a key point of contact for staff, coordinating HR processes, and ensuring accurate records and compliance.</p>	
Duties & Key Responsibilities:	
<p>HR Administration & Compliance</p> <ul style="list-style-type: none"> • Maintain accurate and confidential employee records in line with GDPR and company policies. • Prepare and issue HR-related documentation, including contracts, letters, and reports. • Ensure compliance with employment law and company procedures. • Support audits and HR reporting requirements. • Assist in the end-to-end recruitment process, including delivering an efficient and welcoming onboarding induction for new employees. <p>Employee Support & Relations</p> <ul style="list-style-type: none"> • Function as a first point of contact for HR queries, providing guidance and escalating as required. • Support employee relations activities such as performance management, absence monitoring, and disciplinary processes. • Promote positive employee engagement and contribute to wellbeing initiatives. <p>Payroll & Benefits</p> <ul style="list-style-type: none"> • Support monthly payroll processes by preparing accurate employee data. • Monitor and record staff absences, annual leave, and overtime. • Assist in administering employee benefits, healthcare schemes, and pension contributions. <p>Learning & Development</p> <ul style="list-style-type: none"> • Support managers in scheduling appraisals and performance reviews. <p>Projects & Team Support</p> <ul style="list-style-type: none"> • Provide administrative support for HR projects, including policy updates, system improvements, and employee engagement programs. • Collaborate with colleagues across Occupational Health, HR, and management to ensure effective service delivery. 	

PERSON SPECIFICATION

Essential Skills & Attributes

- Strong organizational and time-management skills, with the ability to prioritize competing demands.
- Excellent communication skills, both written and verbal, with the ability to build rapport at all levels.
- High attention to detail and accuracy in record-keeping and documentation.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and confidence using HR systems.
- Professional, discreet, and able to maintain confidentiality at all times.
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A proactive team player with a flexible and solutions-focused approach

This job description should be taken as a general guide and TAC Healthcare reserve the right to update and amend it in keeping with operational requirements, which may change from time to time.