

**HR Assistant**

**Overview**

**Job Title: HR Assistant**

**Salary: Up to £21,000 per annum (DOE)  
Location: Homebased & Warrington Head Office**

**Hours: 40 hours per week**

**Type: 12 month FTC**

**About Us**

PAM Group has a workforce consisting of over 550 staff based regionally throughout the UK who provide a comprehensive range of high-quality services, delivered through a bespoke combination of on-site staff, remote services (including telephone & secure video conferencing) and clinic-based services via a UK wide network of PAM clinics.

Services are offered nationwide; we have established regional management teams to support clients locally. Supporting this is our extensive IT capability, recognised quality management systems and solid financial standing.

**Role**

We have an exciting opportunity to join PAM Group as our Human Resources Assistant. We are passionate about our people, putting them at the forefront of our business and helping them to learn and grow their careers with us. In this role, reporting to our People Manager, you will provide a people centric approach to assisting the business in delivering its culture and people agenda, making an impact across all our Group companies.

This is a full time role working Monday – Friday 40hrs per week.

* Managing HR administrative support for the full employee lifecycle including onboarding, employment changes and updates through to leavers processing
* Conducting relevant Right to Work and Employment Screening checks
* Advising, maintaining and providing administrative support of company benefits/company cars
* Being the first point of contact for HR queries across all business areas with appropriate escalation where require to HR Advisor/Business Partner
* Responsible for providing first line advice and guidance on company policies and processes including but not limited to HPP, Benefits, Absence, Annual Leave, Maternity, Paternity, Shared Parental Leave, Company cars and expenses
* Updating and reporting on employee data
* Collation of monthly changes to be reported to payroll for processing
* Administration and processing of company pension schemes
* Maintain and update company Intranet with monthly developments and communications
* Circulation of Monthly HR communications from general inbox
* Assisting the People manager with a variety of HR projects
* HR systems support, set ups and updates
* Support for all other general HR support activities

**About You**

* Qualification in human resource management would be advantageous
* Proven Track record of delivering people focused solutions to support in the delivery of the people agenda
* Experience in a similar HR role with knowledge of onboarding processes
* Strong communication skills.
* Analytical and Problem-solving skills, with a meticulous attention to detail
* Highly organised with a proactive natured based approach

**Our Values**

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.   
We’re looking for driven and ambitious professionals to join our team, who are just as passionate about our philosophy and values as we are:

* Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goas and support each other and enthusiasm and passion are part of our DNA.
* Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
* Loyalty & Improvement; we are dedicated to personal and professional development. Our PAM Academy mentors’ colleagues and provides support to help you be the best you can through offering a wide range of CPD opportunities.

**Employee Benefits**

* Industry Leading Healthcare Scheme – Opticians, Dental, Physio & more!
* Excellent Pension Plan - 8% auto-enrolment and up to 5% matched contribution
* 24/7 Doctor helpline – book a telephone or video appointment with a GP
* Employee Assistance Program – 24/7 telephone counselling helpline
* Flexible working hours and 33 days annual leave (includes bank holidays)
* Top training and development opportunities, with best-in-class tech gear