

Personal statement

A true professional within the HR field, who possesses a comprehensive understanding of the laws and regulations governing recruitment and employment. Mary is not only able to provide full administrative support to any HR team, she is also an expert on statutory and occupational health care schemes, and can give excellent guidance on issues related to these fields. She has superb interpersonal skills, and is more than able to use tact and discretion when dealing with confidential personal issues. On top of this she can produce high quality and professional recruitment and contractual documentations. Right now she is looking to work within a professional environment, and for a company that recognises hard work and loyalty.

Employment History

Construction Company - Coventry

HR ASSISTANT **April 2009 - Present**

Responsible for reporting to the head of HR department on issues such as improving the hiring process, interviewing candidates, and how to further cement the relationship between the company and its employees. Also in involved in writing job descriptions, advertising vacancies and screening applicants.

Duties:

- Providing effective administrative support for the HR Advisors and Managers.
- Resolving salary queries with the payroll department.
- Writing up offers of employment letters.
- Managing the leave procedure and process for any departing staff.
- Escalating issues to the HR Officer or senior managers.
- Attending employee disciplinary and grievance meetings.
- Writing up drafts of correspondence and documents for the HR Officer.
- Producing reports and statistical information when required.
- Being involved in interviewing job applicants.

Council Office - London

TRAINEE HR ASSISTANT **October 2008 – April 2009**

Recruitment Company - Watford

OFFICE JUNIOR **June 2008 – October 2008**

Areas of Expertise

HR policies	Monitoring absences	Processing resignations	Employee termination
Payroll function	Microsoft Office skills	Grievance processes	Performance reviews
Changing contracts	Administrative duties	Reference requests	Organising inductions

HR skills

- Maintaining accurate records of all training undertaken by members of staff.
- Able to build effective working relationships with HR managers and employees in all departments.
- Extensive knowledge of the standard terms and conditions of employment.
- Presenting information in forms, tables and spreadsheets.
- Monitoring sickness and unauthorised leave and taking action to stop any abuse.
- Quickly informing staff of any changes to their existing employment contracts.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Office Administration BA (Hons)
 Sales & Marketing - Diploma
 Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



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