

Wendy Harris

Human resources officer

AREAS OF EXPERTISE

Recruitment

Employee relations

Pay administration

Performance management

Employment legislation

Financial report writing

Equal opportunities

Absence management

PROFESSIONAL

*ITEC level 2 Certificate
in Human Resources
Administration*

PERSONAL SKILLS

Planning

Decision making

Communication

PERSONAL DETAILS

*Wendy Harris
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*DOB: 12/09/1985
Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A multi-skilled professional with good all-round HR advisory skills. Very capable with an ability deal with all the recruitment and resourcing needs of a organisation. Experienced in providing timely and up to date HR advice to both managers and employees whilst at the same time making sure both the employee and employers interests are best represented. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

Now seeking a suitable human resources officer position with a ambitious company.

WORK EXPERIENCE

Manufacturing Company – Coventry

HUMAN RESOURCES OFFICER June 2008 - Present

Dealing with all of the recruitment needs & employment issues of the company. Ensuring the timely recruitment of new employees into the business from the initial job offer being made through to their induction into the company including offer letters and contracts etc.

Duties:

- Dealing with redundancies, gross misconduct, maternity leave issues.
- Assisting in the short listing of suitable candidates from applications.
- Dealing and advising on disciplinary and grievance procedures.
- Developing & improving existing HR procedures and processes.
- Making sure that any promotions, transfers and pay rises take effect as planned.
- Assisting in the set up and maintenance of client & candidate databases.
- Conducting inductions for new employees.
- Providing employment references for past employees.
- Organising and arranging interviews for candidates.
- Writing the terms of employment & contracts for new employees.
- Conducting interview with job applicants, asking relevant questions.
- Writing job specifications and designing job adverts.
- Deciding which online job sites & newspapers to advertise jobs in.
- Conducting pre-employment checks on job applicants i.e. references, medical approval, academic etc.

KEY SKILLS AND COMPETENCIES

- Knowledge of promotional issues, salary reviews, examination awards etc.
- Excellent telephone manner and high standard of communication skills.
- Can ensure a company has the right balance of staff in terms of skills & experience.
- Experience of employee salary reviews.
- Able to analyse and interpret complex information.
- Able to deal with highly confidential matters professionally & discreetly.

ACADEMIC QUALIFICATIONS

BSc (Hons) Business Information Technology & Human Resource Management
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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